



TABLE OF CONTENTS

TITLE	PAGE NO.
OHI's Vision, Mission and Values	4
Descriptions and Behavioral Indicators of the Corporate Values	
• Innovation	6
• Relationships	7
• Excellence	8
Employee Policies	
Recruitment and Placement Policy	11-17
• Annex A – Manpower Request Form	19
• Annex B – Application for Employment	20-23
• Annex C – Interviewer's Evaluation Sheet	24
• Annex D – Reference Check Information Sheet	25
• Annex E – Job Offer Sheet	26-27
• Annex F – Hiring Approval Form	28
• Annex G – Appointment Letter / Employment Contract	29-30
• Annex H – Recruitment Process Map	31
Employee Code of Discipline	33-34
• Offenses and Penalties	36-44
• Process Flow Chart – Employee Discipline Procedures	45-47
• Annex A – Incident Report	49
• Annex B – Notice to Explain	50
• Annex C – Written Explanation	51
• Annex D – Disciplinary Case Summary	52
• Annex E – Notice of Decision / Disciplinary Action	53
Vacation Leave Policy	55-58
• Annex A – Application for Leave	60
Sick Leave Policy	62-65
• Annex A – Application for Leave	67
Medical Allowance Policy	69-71
• Annex A – Medical Expenses Reimbursement Form	73
• Annex B – Procedure Flowchart in Availment of Medical Allowance Benefits	74



TABLE OF CONTENTS

TITLE	PAGE NO.
Meal Allowance Policy	76-78
• Annex A – Meal Reimbursement Form	80
Uniform and Clothing Allowance Policy	82-85
• Annex A – Dress Code Every Mondays – Thursdays	87
• Annex B – Dress Code Every Fridays	88
Omnibus Loan Policy	90-92
• Annex A – Omnibus Loan form	94
Discount Policy	96-98
• Annex A – Request for Discount Form	100
Business Travel Policy	102-109
• Annex A – Per Diem Table	111
• Annex B - Travel Expense Cash Advance (TECA) Form	112
• Annex C - Travel Expense Report (TER) Form	113
• Annex D – Insurance Policy Coverage and Guidelines / Travel Declaration	114
Training and Development Policy	116-127
• Annex A – External Program Application Form (EPAF)	129
• Annex B - Training Needs Analysis Form 1 (TNA Form 1)	130-132
• Annex C - Training Needs Analysis Form 2 (TNA Form 2)	133-136
• Annex D – Post Program Evaluation Form (PEF)	137
• Annex E – Employee Development Plan Framework (EDPF)	138
• Annex F - Individual Development Plan (IDP)	139-141
• Annex G - Service Bond Agreement Form (SBAF)	142
• Annex H – Post-Graduate Studies Application Form (PGSAF)	143
• Annex I - Learning Impact and Value Evaluation (LIVE) Form	144
Retirement Policy	146-149



OCLP Holdings, Inc.
An Ortigas Company

Vision , Mission and Values

Mission:

To develop innovative real estate products for future generations through strong and lasting partnerships with all stakeholders.

Vision:

20B in 2020

Values:

- Innovation
- Relationships
- Excellence

DESCRIPTIONS AND BEHAVIORAL INDICATORS OF COMPANY VALUES

Innovation

We create products and services that anticipate future needs.

Behavioral Indicators:

Dos	Don'ts
<p>Thinking Process</p> <ul style="list-style-type: none">• Challenge the status quo• Be imaginative• Share your ideas (even if they seem crazy)• Listen to and consider new ideas <p>Doing</p> <ul style="list-style-type: none">• Know your industry, field of practice• Research, read, observe, listen• Benchmark against industry• Learn from others' mistakes <p>Output/Result</p> <ul style="list-style-type: none">• Set the trend	<ul style="list-style-type: none">• Be afraid to explore new ideas, ways of doing things• Say "No" to a new idea immediately• Be constrained by our official job• Just be a copycat, improve

Relationships

We build and maintain strong and rewarding partnership with our stakeholders.

Behavioral Indicators:

Dos	Don'ts
<p>Nurture</p> <ul style="list-style-type: none">• Make time for stakeholders• Listen/dialogue• Empathize• Be open to possibilities• Adhere to highest standards of honesty and personal integrity <p>Recognize</p> <ul style="list-style-type: none">• Recognize excellent performance• Impose sanctions when necessary• Anticipate & satisfy needs	<p>Assume</p> <ul style="list-style-type: none">• Clarify• Ask questions <p>Abuse / take for granted</p> <ul style="list-style-type: none">• Be fair• Be accountable <p>Force it</p> <ul style="list-style-type: none">• Be sincere• Know when to let go

Excellence

We have the passion to consistently accomplish our goals and exceed expectations.

Behavioral Indicators:

Dos	Don'ts
<ul style="list-style-type: none">• 100% achievement of goals• Exceed industry standards• Be two steps ahead• Plan well, execute better• Adapt to changing circumstances• Go for extraordinary	<ul style="list-style-type: none">• Make the same mistake twice• Give up, be persistent• Be complacent• Stop learning• Settle for ordinary

EMPLOYEE POLICIES

RECRUITMENT AND PLACEMENT POLICY

 CORPORATE RESOURCES DIVISION	Division	Version No 2	Policy No
	Department / Section HUMAN RESOURCES	Revision Date February 25, 2013	Effectivity Date January 1, 2011
	Initiated By HR - M. G. Monis	Reviewed and Endorsed By E.A. Rapadas	
Page No. 1 of 7	Policy RECRUITMENT AND PLACEMENT	Approved By MANCOM	<i>[Handwritten signatures]</i>

I. Purpose

To provide clear policies, guidelines, and procedures on manpower requisition, sourcing of applicants, screening, selection, hiring, and placement.

II. Scope

This policy shall be applicable for all manpower requirements of OCLP Holdings, Inc. (OHI)

III. General Policies and Guidelines

- OCLP Holdings, Inc. considers its human capital as primary assets, and shall ensure that the Company hires only the most qualified job candidates, subject only to limitations of affordability based on prevailing salary structures, where applicable.
- Selection shall be based on merit, qualifications, and fitness for the job. The Human Resources Department (HR), with the support of department heads and executives concerned, shall ensure that hiring is done based on an objective evaluation of the applicant's overall qualifications.
- The Company, through HR, shall ensure that all applicable legal requirements and guidelines on employment opportunities are complied with. These include provisions on equal opportunity regardless of religion, gender, civil status, physical disability (except when such would directly prevent performance of the job), etc.
- All requests for hiring, whether for new positions or replacements, shall be covered by a Manpower Request Form (MRF-Annex A) duly accomplished and signed in accordance with existing Internal Approving Procedures as indicated in Table III.4.A below. Any approved required support document, e.g., job description, organizational chart shall likewise be attached to the MRF.

Table III.4.A - Internal Approving Procedures for Recruitment and Placement (Budgeted)

Category Level of Personnel	Initiator	Check & Review	Endorsement	Approval	Signatory for Implementation
Executive	President & CEO	CFO	President & CEO	BOD	President & CEO
Manager	Div Head	CFO	President & CEO	President & CEO	President & CEO
Officer; Supervisor	Dept Head	HR Head	Div Head	President & CEO	President & CEO
Rank & File	Dept Head	HR Head	Div Head	President & CEO	President & CEO

Note: For unbudgeted hiring, please refer to the applicable Internal Approving Procedures

4.1 A job description must accompany an MRF for a new position. Therefore, the department head from whom the MRF originated shall create said job description and organizational chart. HR may assist in putting together the job description and organizational chart.



	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
		Revision Date February 25, 2013	Effectivity Date January 1, 2011
	Department / Section HUMAN RESOURCES	Initiated By HR - M.G. Mohis	Reviewed and Endorsed By E.A. Rapadas
Page No. 2 of 7	Policy RECRUITMENT AND PLACEMENT	Approved By MANCOM	<i>swervin</i>

4.2 Manpower requests for contractual, temporary or outsourced employees shall be coursed through HR. However, requirements for janitorial services and security personnel shall be maintained by the Legal and Administrative Services and Property Management Departments.

5. Applicants may be obtained through various sources such as e-mail announcement to all OHI employees, online advertisements, newspaper advertisements, referrals, job fairs, and/or via outsourced recruiters for managerial positions and above. Outsourced recruiters may also be utilized for other levels and critical positions subject to the approval of the requesting division head.
6. As a commitment to provide as much opportunities for advancement to its employees as possible, where an existing employee may be interested in a vacant key/critical position, his/her application shall be given priority over external applicants. However, the Company shall still determine the best qualified candidate for the position.

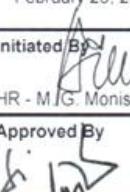
(Please see related Policy on Personnel Movements.)

7. Candidates considered for hiring must have been favorably evaluated by all approvers indicated in Table III.7.A below. Should there be any significant negative evaluation from any of the evaluators, the same shall be communicated to the rest of the group for deliberation. Final decision shall rest with the approving signatory. The Interviewer's Evaluation Sheet (Annex C) shall be accomplished by all interviewers to document their evaluation of the candidates.

Table III.7.A - Interview and Evaluation Process

Category Level of Personnel	1 st Level	2 nd Level	3 rd Level	Final Interview	Implementation
	Initial Screening	HR Head's Interview	Requesitioner's Interview	Approving Authority	Signatory for Implementation
Executive			President & CEO	BOD	President & CEO
Manager	HR Head or Outsourced Recruiter, if applicable	HR Head	All Mancom Members	President & CEO	President & CEO
Officer / Supervisor	HR Supervisor	HR Head	Department Head	Division Head	President & CEO
Rank & File	HR Supervisor/ Specialist	HR Head	Immediate Superior/ Department Head	Division Head	President & CEO



	Division	Version No 2	Policy No
	CORPORATE RESOURCES DIVISION	Revision Date February 25, 2013	Effectivity Date January 1, 2011
Department / Section HUMAN RESOURCES	Initiated By HR - M.G. Monis	Reviewed and Endorsed By E.A. Rapadas	
Page No. 3 of 7	Policy RECRUITMENT AND PLACEMENT	Approved By  MANCOM	

8. A Background Check shall be conducted on all candidates considered for hiring. This shall be done confidentially by HR or the outsourced recruiter (as applicable) prior to actual hiring of the candidate.

The background check shall include verification with previous employer, as well as with three (3) character references, a former superior, a staff or colleague. HR or the outsourced recruiter shall interview the candidate's current employer through HR to validate candidate's employment and disciplinary records. The Reference Check Information Sheet (Annex D) shall be used for this purpose. The HR Manager shall communicate unfavorable findings to the requisitioning department head and division head concerned for information and joint evaluation.

9. A Job Offer Sheet (Annex E) shall be given to the successful candidate during the job offer interview by the HR Manager. If and when the successful candidate accepts, he/she shall be provided with a list of requirements to be accomplished no later than a week before his/her first working day.
10. To protect the company from possible unnecessary liabilities and/or inconvenience, all applicants for hiring shall submit an NBI clearance and all other pre-employment requirements and shall go through a medical examination by OHI's accredited clinic prior to hiring. The cost of the pre-employment medical requirement shall be borne by the company. Other employment requirements shall be submitted no later than a week before the first day of work. (see Procedures below).
11. HR shall ensure that all hiring is covered by a duly-signed Hiring Approval Form (Annex F) and Appointment Letter or Employment Contract (Annex G, pro forma sample), prepared and released within the first day of employment. Approving procedures shall be based on Table III.4.A above.
12. HR shall endeavor to fill all vacancies at the soonest possible time. Excluding time allowance for advance notice to current employer, if applicable, HR shall endeavor to complete the recruitment process within six (6) to seven (7) weeks from receipt of approved MRF. Specific activity and target schedules are contained in the Procedures section below.

The concerned department heads, executives and/or officers shall support the time objective by means of accommodating interview schedules at the earliest possible availability and rendering decisions within the target period.

IV. Procedures and Responsibilities

The following procedures, schedule and responsibilities shall guide all concerned.

The target schedule stated below provides the lead time range for processing vacancies from the lowest to the highest levels.

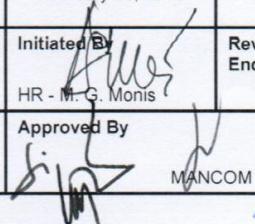
An applicant must have successfully passed the preceding step before moving on to the next (except where otherwise indicated.)



	Division	Version No 2	Policy No
	CORPORATE RESOURCES DIVISION	Revision Date February 25, 2013	Effectivity Date January 1, 2011
Department / Section HUMAN RESOURCES	Initiated By HR - M. G. Monis	Reviewed and Endorsed By E A. Rapadas	
Page No. 4 of 7	Policy RECRUITMENT AND PLACEMENT	Approved By MANCOM	<i>ratellemon</i>

ACTIVITY	PERSON(S) RESPONSIBLE	TARGET SCHEDULE (from MRF receipt)
1. Manpower Request a. Accomplish MRF (Annex A) and obtain approval; Submit to HR	Dept/ Div. Head	
2. Sourcing a. Review of manpower pool b. Internal announcement of vacancy via email c. External advertisement, if applicable d. Coordination with Outsourced Recruiter, if applicable e. Preliminary / resume screening	HR Supervisor or Specialist for non-managerial vacancies; HR Head for managerial positions and above	Weeks 1 to 2
3. Initial Screening by HR - confirm applicants possession of minimum qualifications in terms of educational requirements, experience, technical skills, professional license (as applicable), and other basic job competencies. a. Preliminary interview and evaluation - Assess candidate's technical competencies / job knowledge, communication skills and personality b. Online Testing/Examination* (except managerial candidates) - Candidate must obtain a favorable ratings in the exams (Please see attached exam battery description in Annex H: Recruitment Process). *HR may periodically evaluate and change assessment tools for relevance and applicability for the company to achieve its talent requirements.	HR Supervisor or Specialist for non-managerial vacancies; HR Head for managerial positions and above	Weeks 2 to 3
4. Interview and evaluation by Requisitioning Dept. (may be interchanged with step 5 if agreed on by Heads concerned) - with special focus on technical competence, skills, experience, and fitness for the job, among others	Requisitioning Dept. Head in coordination with HR Supervisor or Specialist	Weeks 3 or 4
5. Interview and evaluation by HR Head (may be interchanged with step 4 if agreed on by Heads concerned) - assessment of overall qualifications, including personality and fitness for the job If favorably considered up to this stage, applicant to be advised of next steps including company's policy of doing background check (except with present employer) on applicants considered for hiring - Obtain applicant's character references, previous employment contact persons, and their contact numbers	HR Head	Week 3 or 4
6. Interview and evaluation by Division Head or an approving authority (see table III.7.A) - If favorably considered, disclosure of decision to applicant	Requisitioning Division Head in coordination with HR Supervisor or	Week 4 or 5



	Division	Version No 2	Policy No
	CORPORATE RESOURCES DIVISION	Revision Date February 25, 2013	Effectivity Date January 1, 2011
Department / Section HUMAN RESOURCES	Initiated By HR - M. G. Monis	Reviewed and Endorsed By E.A. Rapadas	
Page No. 5 of 7	Policy RECRUITMENT AND PLACEMENT	Approved By  MANCOM	

to be deferred until after final decision of approving authority.	Specialist	
7. Background Check (use Reference Check Information Sheet – Annex D)	HR Supervisor or Specialist (for non-managers) HR Head or Outsourced Recruiter (for managers)	Week 5 or 6
8. Advice applicant on final decision and serve job offer according to level. If candidate accepts, list of requirements shall be provided, as follows: <u>Pre-employment Requirements</u>	HR Head or HR Supervisor	Week 6 or 7
a. Pre-employment medical examination and fit-to-work clearance (required prior to hiring) a. Valid NBI clearance (required prior to hiring) b. One piece 2 x 2 c. Transcript of Records (photocopy) d. Copy of Diploma e. SSS No. and ID / E-1 Form (photocopy) f. TIN (if available) g. Pag-Ibig and Philhealth Nos. (if available) h. Birth Certificate (photocopy) i. Marriage Contract (if applicable, photocopy) j. Birth Certificate of Dependents for tax exemption and company benefits availment (if applicable, photocopy) -(for Single Employees-parents and siblings not more than 21 years old and still single and unemployed) -(for Married Employees-spouse and children not more than 21 years old) k. Employment Certificate/Clearance from previous employers (may be submitted within 1 month from hiring date) l. Copy of 2316 (ITR / Withholding Tax certificate from previous employer within the same calendar year (may be submitted before end of calendar year)	HR Head or HR Supervisor or Specialist	1 Week before start of work
9. Pre-employment Medical Examination	Company Nurse (upon advice of HR Supervisor)	Week 6 or 7 (including results)
10. Placement a. Hiring Approval Form (Annex F) b. Appointment / Employment Contract (Annexes G) c. Other requirements (as applicable) to be accomplished on first day of work - Application for Employment Sheet - Pag-Ibig Member Data Form update via online registration - BIR Form no. 1902 for tin no. application	HR or Signatories	First Day of Work



 <p>ORTIGAS</p>	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
		Revision Date February 25, 2013	Effectivity Date January 1, 2011
	Department / Section HUMAN RESOURCES	Initiated By HR - M. G. Monis	Reviewed and Endorsed By ET Rapadas
Page No. 6 of 7	Policy RECRUITMENT AND PLACEMENT	Approved By S. J. MANCOM	<i>swellpoints</i>
<ul style="list-style-type: none"> - BIR form no. 2305 for tax exemption - BIR form no. 1905 for transfer of registration - Life Insurance enrollment form - Payroll-related documents (bank account opening form, introduction letter to bank) - ID Application Information Sheet; submission to ID supplier of employee information - Employee Orientation Acknowledgement Form - Email Policy Sheet - Internet Access Policy Sheet 			
<p>11. Orientation for new employees Company orientation covering company background and HR policies, employee activities, etc.</p> <p>a. Introduction of employee to OHI employees in Ortigas Building and GSC</p> <p>b. Welcome announcement to all OHI employees via email</p> <p>c. Job Induction and Assimilation</p>		<p>HR Supervisor or Specialist, Company Nurse (for non-managers)</p> <p>HR Head (for managers)</p> <p>HR Specialist or HR Supervisor</p> <p>HR Supervisor</p> <p>President & CEO for managers and above (memo to be drafted by HR Head)</p> <p>Department Head and/or Division Head</p>	<p>First Day of Work</p> <p>1st workday at head office / within 3 days upon on boarding for employee assigned in other office location</p> <p>First two days of work</p> <p>Starting on first workday</p>
<p>12. Signing of Employment Related Documents</p> <p>a. Employment Contract</p> <p>b. Declaration of No Existence of Conflict of Interest form.</p>		HR Head/HR Supervisor	First Day of Work



	Division	Version No 2	Policy No
	CORPORATE RESOURCES DIVISION	Revision Date February 25, 2013	Effectivity Date January 1, 2011
Department / Section HUMAN RESOURCES	Initiated By HR - M. Q. Monis	Reviewed and Endorsed By E A. Rapadas	
Page No. 7 of 7	Policy RECRUITMENT AND PLACEMENT	Approved By S. J. M. Q. Monis	MANCOM J. Avelino, Jr.

V. Effectivity

This policy shall take effect on the date specified above and shall remain in full force and effect until amended in writing with the approval of authorized signatories as indicated in table III.4.

VI. List of Annexes

- Annex A - Manpower Request Form
- Annex B - Application for Employment
- Annex C - Interviewer's Evaluation Sheet
- Annex D - Reference Check Information Sheet
- Annex E - Job Offer Sheet
- Annex F - Hiring Approval Form
- Annex G - Appointment Letter / Employment Contract
- Annex H - Recruitment Process

Annexes

RECRUITMENT AND PLACEMENT POLICY



MANPOWER REQUEST FORM

Date: _____ MRF No.: _____

Position:	Level:	Number Required
Department:	Division:	Budgeted? (Php)

Duties and Responsibilities:

Required Education, Experience, Knowledge and Skills:

Employment Status:

() Probationary () Project / Contractual; Months _____
 () Temporary; No. of Months _____ () Outsourced/ Manpower Agency

Reason(s) for Manpower Request:

Requested/Initiated by: _____ Endorsed by: _____ Approved by: _____

Dept or Div Head*: _____ Div Head or Pres*: _____ President & CEO*

*Note: Please refer to the IAP / Recruitment & Placement Policy for signatories for various levels of vacancy)

For HR's use only

Date MRF Received: _____ By: _____ Reviewed by: _____ HR Head or CFO*

Applicants Endorsed	Date Endorsed	Remarks

ACTION(s) TAKEN:

HR Staff _____ Date _____ HR Head _____



ANNEX B



APPLICATION FOR EMPLOYMENT



POSITION APPLIED FOR					
FIRST CHOICE		SECOND CHOICE			
SALARY EXPECTED		LEAST SALARY YOU WOULD CONSIDER			
PERSONAL BACKGROUND					
SURNAME		FIRST NAME	MIDDLE	NICKNAME	
PRESENT ADDRESS				TELEPHONE NO.	
PROVINCIAL ADDRESS				MOBILE PHONE NO.	
SEX	AGE	CIVIL STATUS	CITIZENSHIP	RELIGION	TIN
BIRTHDATE	BIRTHPLACE	HEIGHT	WEIGHT	PHILHEALTH NO.	PAQ-IBIG NO.
IF MARRIED, SPOUSE'S NAME			OCCUPATION/EMPLOYER		
FATHER'S NAME			OCCUPATION/EMPLOYER		
MOTHER'S NAME			OCCUPATION/EMPLOYER		
BROTHERS AND SISTERS (FROM OLDEST TO YOUNGEST)	NAME/S	AGE	CIVIL STATUS	OCCUPATION/EMPLOYER	
CHILDREN (FROM OLDEST TO YOUNGEST) <i>To be filled even if single parent</i>	NAME/S	AGE	CIVIL STATUS	OCCUPATION/SCHOOL	
EDUCATION					
SCHOOL	ADDRESS	DEGREE OR HIGHEST ATTAINMENT (if undergraduate)	INCLUSIVE DATES OF ATTENDANCE	HONORS/AWARDS SCHOLARSHIPS	
HIGH SCHOOL					
VOCATIONAL					
COLLEGE					
GRADUATE STUDIES					
OTHER STUDIES					
EXAMINATIONS TAKEN / LICENSES			DATE TAKEN	RATING	
PROFESSIONAL AFFILIATIONS					



EMPLOYMENT HISTORY (FROM THE MOST RECENT)			
COMPANY ADDRESS	POSITION(S) HELD (FROM MOST RECENT)		
TELEPHONE NOS. INCLUSIVE DATES OF EMPLOYMENT	IMMEDIATE SUPERIOR(S) (FROM MOST RECENT) LATEST COMPENSATION PACKAGE (SALARY, BENEFITS, ETC.)		
REASON FOR LEAVING			
BRIEF DESCRIPTION OF DUTIES			
COMPANY ADDRESS	POSITION(S) HELD (FROM MOST RECENT)		
TELEPHONE NOS. INCLUSIVE DATES OF EMPLOYMENT	IMMEDIATE SUPERIOR(S) (FROM MOST RECENT) LATEST COMPENSATION PACKAGE (SALARY, BENEFITS, ETC.)		
REASON FOR LEAVING			
BRIEF DESCRIPTION OF DUTIES			
COMPANY ADDRESS	POSITION(S) HELD (FROM MOST RECENT)		
TELEPHONE NOS. INCLUSIVE DATES OF EMPLOYMENT	IMMEDIATE SUPERIOR(S) (FROM MOST RECENT) LATEST COMPENSATION PACKAGE (SALARY, BENEFITS, ETC.)		
REASON FOR LEAVING			
BRIEF DESCRIPTION OF DUTIES			
SUPPLEMENTARY INFORMATION			
DO YOU HAVE SKILLS IN THE USE OF THE FOLLOWING? (PLEASE CHECK)			
<input type="checkbox"/> COMPUTER (PLEASE STATE SOFTWARE)	_____		
<input type="checkbox"/> OTHER OFFICE EQUIPMENT (PLEASE STATE KIND)	_____		
<input type="checkbox"/> OTHERS (PLEASE SPECIFY)	_____		
LANGUAGE/DIALECT USED	SPOKEN	WRITTEN	READ
HAVE YOU EVER SUPERVISED PEOPLE?			
<input type="checkbox"/> YES HOW MANY? _____ WHEN? _____			
<input type="checkbox"/> NO			



HAVE YOU EVER BEEN ASKED TO RESIGN OR HAVE YOU EVER BEEN TERMINATED FROM EMPLOYMENT? <input type="checkbox"/> YES PLEASE GIVE DETAILS _____ <input type="checkbox"/> NO			
IN CASE OF EMERGENCY, PLEASE CONTACT:			
NAME	RELATIONSHIP		
ADDRESS	TELEPHONE NO.		
MEDICAL HISTORY			
HAVE YOU HAD ANY ILLNESS, ACCIDENTS OR HOSPITALIZATION IN THE PAST FIVE (6) YEARS? <input type="checkbox"/> YES PLEASE GIVE DETAILS _____ <input type="checkbox"/> NO			
CHECK ANY ONE OF THE FOLLOWING CONDITIONS YOU HAVE OR HAVE HAD <input type="checkbox"/> ALLERGY (ASTHMA, HIVES) <input type="checkbox"/> CARDIOVASCULAR CONDITIONS (ELEVATED BLOOD PRESSURE, ANEMIA, HEART ABNORMALITIES) <input type="checkbox"/> GASTROINTESTINAL DISORDER (ULCER, LIVER DISEASE, BOWEL PROBLEMS) <input type="checkbox"/> MUSCOSKELETAL PROBLEMS (FRACTURED BONES, DISLOCATIONS, JOINT PROBLEMS) <input type="checkbox"/> VISION (GLASSES, DEFECTS, DISEASE)			
PLEASE SPECIFY OTHER HEALTH CONDITIONS THAT MAY NEED SPECIAL CONSIDERATION AS TO JOB ASSIGNMENTS			
GENERAL INFORMATION			
ARE YOU/HAVE YOU BEEN AN OFFICER OF ANY LABOR ORGANIZATION? IF YES, PLEASE STATE ORGANIZATION'S NAME AND INCLUSIVE DATES OF MEMBERSHIP.			
HAVE YOU EVER BEEN CONVICTED OR ACCUSED OF CRIME? IF SO, PLEASE DESCRIBE.			
STATE ANY OTHER RELEVANT FACTS/INFORMATION WHICH MIGHT HELP TO EVALUATE YOUR APPLICATION			
CHARACTER REFERENCES (THREE PERSONAL REFERENCES NOT RELATED TO YOU)			
NAME	ADDRESS/TELEPHONE NO.	OCCUPATION	YEARS KNOWN
IMPORTANT			
To the best of my knowledge and ability, I have given the true and complete information as herein requested. I hereby authorize you to make reasonable inquiries from my school, former associates, employers and references.			
I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION, OR ANY OMISSION OF FACTS, OF WHATEVER NATURE REQUIRED BY THIS APPLICATION, SHALL SERVE AS GROUND FOR REJECTION OF APPLICATION OR AS SUFFICIENT CAUSE FOR DISMISSAL AT ANY TIME DURING MY EMPLOYMENT.			
If employed, I promise to abide by all lawful rules and regulations of the Company.			
<hr/> APPLICANT'S SIGNATURE _____			
<hr/> DATE _____			



ON THE SPACE BELOW, PLEASE MAKE A VICINITY SKETCH OF YOUR RESIDENCE USING A MAIN ROAD AS STARTING POINT.





ANNEX C

INTERVIEWER'S EVALUATION SHEET

Name of Applicant: _____

Position Applied For: _____

Department: _____

Level: _____

Division: _____

Interviewer's Evaluation

Factor	Grading System	Rating	Comments
Thinking Thought Process Alertness	5.00 96-100%	Excellent	<input type="checkbox"/>
	4.75 94-95	Very Good	<input type="checkbox"/>
	4.50 92-93	Very Good	<input type="checkbox"/>
	4.25 89-91	Good	<input type="checkbox"/>
	4.00 87-88	Good	<input type="checkbox"/>
	3.75 84-86	Fair	<input type="checkbox"/>
	3.50 82-83	Fair	<input type="checkbox"/>
	3.25 79-81	Fair	<input type="checkbox"/>
	3.00 75-78	Poor	<input type="checkbox"/>
	1.00 50-75	Failure	<input type="checkbox"/>
Factor	Grading System	Rating	Comments
Relevant Experience Job Knowledge Education Technical Competencies	5.00 96-100%	Excellent	<input type="checkbox"/>
	4.75 94-95	Very Good	<input type="checkbox"/>
	4.50 92-93	Very Good	<input type="checkbox"/>
	4.25 89-91	Good	<input type="checkbox"/>
	4.00 87-88	Good	<input type="checkbox"/>
	3.75 84-86	Fair	<input type="checkbox"/>
	3.50 82-83	Fair	<input type="checkbox"/>
	3.25 79-81	Fair	<input type="checkbox"/>
	3.00 75-78	Poor	<input type="checkbox"/>
	1.00 50-75	Failure	<input type="checkbox"/>
Factor	Grading System	Rating	Comments
Communication Skills Customer Orientation	5.00 96-100%	Excellent	<input type="checkbox"/>
	4.75 94-95	Very Good	<input type="checkbox"/>
	4.50 92-93	Very Good	<input type="checkbox"/>
	4.25 89-91	Good	<input type="checkbox"/>
	4.00 87-88	Good	<input type="checkbox"/>
	3.75 84-86	Fair	<input type="checkbox"/>
	3.50 82-83	Fair	<input type="checkbox"/>
	3.25 79-81	Fair	<input type="checkbox"/>
	3.00 75-78	Poor	<input type="checkbox"/>
	1.00 50-75	Failure	<input type="checkbox"/>
Factor	Grading System	Rating	Comments
Enthusiasm Energy Motivation Interest Level	5.00 96-100%	Excellent	<input type="checkbox"/>
	4.75 94-95	Very Good	<input type="checkbox"/>
	4.50 92-93	Very Good	<input type="checkbox"/>
	4.25 89-91	Good	<input type="checkbox"/>
	4.00 87-88	Good	<input type="checkbox"/>
	3.75 84-86	Fair	<input type="checkbox"/>
	3.50 82-83	Fair	<input type="checkbox"/>
	3.25 79-81	Fair	<input type="checkbox"/>
	3.00 75-78	Poor	<input type="checkbox"/>
	1.00 50-75	Failure	<input type="checkbox"/>
Factor	Grading System	Rating	Comments
Personality Grooming Culture Fit	5.00 96-100%	Excellent	<input type="checkbox"/>
	4.75 94-95	Very Good	<input type="checkbox"/>
	4.50 92-93	Very Good	<input type="checkbox"/>
	4.25 89-91	Good	<input type="checkbox"/>
	4.00 87-88	Good	<input type="checkbox"/>
	3.75 84-86	Fair	<input type="checkbox"/>
	3.50 82-83	Fair	<input type="checkbox"/>
	3.25 79-81	Fair	<input type="checkbox"/>
	3.00 75-78	Poor	<input type="checkbox"/>
	1.00 50-75	Failure	<input type="checkbox"/>

Feedback on the Candidate

To what extent would you recommend the candidate for the post?

- I highly recommend him/her.
- I recommend him/her without reservations.
- I recommend him/her with some reservations.
- I will not recommend him/her at all.

COMMENTS

Next Step

How do you want us to proceed with the recruitment process?

- OK to hire.
- Proceed to the next interview.
- For personality and technical competency exam/validation.
- For comparison with other candidates.
- Not qualified.

Interviewer

Print Name Over Signature

Date

Recruitment
Process Monitoring
(to be accomplished by HR)

HRF Received

Initial Interview

Owner

Immediate Supervisor

Dep. Manager

HR Manager

Division Head

Date returned to HR

REMARKS:





Annex D

REFERENCE CHECK INFORMATION SHEET

Name of Candidate:	Name of Character Reference:
Position Considered for:	Position:
Department:	Company:
<p><i>Good day Ms. _____, this is _____ from Ortigas & Company. We are considering (candidate's name) for _____ in our company, and he/she has provided your name as one of his/her character references. Could you spare us at least 15 minutes to ask a few questions regarding (candidate's) background? If No, request for a schedule when you can call back to conduct the background check. If YES, Great! I would like to start with..</i></p>	
1. Relationship How did you know the candidate?	
2. Efficiency at work What can you say about his/her attendance (absence/tardiness)? How closely was he/she supervised?	
How would you describe the QUALITY of work he/she does?	
How would you describe the QUANTITY of work he/she does?	
How would you describe his/her management style? (handling of multiple responsibilities/stress)	
How would you rate his/her communication skills?	
3. Interpersonal skills How would you describe her performance when working with others/a team?	
4. Strengths/Technical Knowledge Would there be any specific technical/product knowledge or skills, you think, that he/she can contribute to his/her prospective employer?	
5. Weaknesses/Candidate's Potentials Could you identify any areas of development that the prospective employer should look into?	
6. Integrity Would you be aware of any issues/controversy that he/she has been involved with? Can you provide details? Can you describe his/her way of handling sensitive/confidential information/materials?	
7. If applicable What would you consider as his/her biggest contribution to the company? Would you know the reason why he/she left your company? If given the opportunity, would you consider re-hiring him/her? Why? Is there anything else you would like to add to help us further evaluate his/her application?	
<p><i>I believe I have everything I need to know. Thank you very much for your time, and rest assured that we will be keeping all these information confidential. Have a very good day sir/madam!</i></p>	
Reference Check conducted by:	Date:



OCLP Holdings, Inc.
An Ortigas Company



Annex E

(Date)

(NAME)

(Address)

(Address)

Dear Mr./Ms. (Surname),

We are pleased to confirm our offer to appoint you as (Position Title) - Level ___, of OCLP Holdings Inc. (OHI) effective (Start Date) under the following terms and conditions:

1. You shall be engaged for a probationary period not exceeding six (6) months during which time your overall performance and suitability to the job shall be evaluated based on the job responsibilities, factors and standards set forth for your position and made known to you at the start of employment.
2. Compensation & Benefits

Gross Monthly Salary	Php,000.00
Guaranteed No. of Months Pay per Annum	15 months

The following are benefits granted by the Company to employees of your position level and employment status.

BENEFIT	PERIOD OF AVAILMENT
1. Health Plan (P000,000.00 coverage) <ul style="list-style-type: none"> • maximum of 3 qualified dependents • additional qualified dependents charged to employee 	Upon hiring
2. Medical Allowance of P00,000.00	Upon Hiring (Pro-rated)
3. Group Life Insurance (P00,000,000.00 coverage)	Upon hiring
4. Omnibus Loan Maximum of P00,000.00	Upon regularization
5. 15 days Vacation Leave	Accruable; 1.25 per month; can be used upon regularization.
6. 15 days Sick Leave	Accruable; 1.25 per month; can be used upon regularization.
7. Annual Merit Increase based on performance	Every start of the year
8. Training Budget of P00,000 for Common Trainings & P00,000 for Individual Training	Upon hiring
9. Car Loan at Subsidized Interest (5% per annum) Maximum of P000,000.00	Upon regularization
10. Gasoline Allowance	P5,000.00 per month
11. Annual Uniform Allowance of P8,000.00	Upon Hiring
12. Professional License Renewal Fees (e.g. CPA license; Architect's license)	As needed



OCLP Holdings, Inc.
An Ortigas Company

13. Bereavement Assistance (Upon Regularization)		
Civil Status of Employee	Qualified Immediate Family Member	Benefit
Single	Parent	P00,000.00
	Sibling	P00,000.00
	Child	P00,000.00
Married	Spouse	P00,000.00
	Child	P00,000.00
	Parent	P00,000.00

All other mandatory benefits under the Law.

3. You agree to submit the required NBI clearance, medical examination results, and other pre-employment documents/information to the Human Resources Department on or before you assume your duties and responsibilities as (Position Title).
4. In addition to the foregoing and prior to your assumption of your duties and responsibilities as (Position Title), we reserve the right to conduct additional inquiries to determine your suitability to the position (Position Title). Should we find any valid and justifiable reason to refuse employment, we shall immediately inform you of such findings, in which case this offer of employment shall be automatically deemed to have been withdrawn.

Your formal appointment papers with specific duties and responsibilities shall be given to you by (Name of Dept Manager), (Position Title), as your immediate superior and coach, upon your assumption of the position.

Should you be agreeable to the terms and conditions stated above, please sign on the space provided below and on the preceding page.

Congratulations and we look forward to your joining OHI!

Very truly yours,

OCLP Holdings, Inc.

By:

J. ROWELL R. RECINTO
President and CEO

CONFORME:

(NAME)
Date:



ANNEX F



HIRING APPROVAL FORM			DATE	
EMPLOYEE NO.	AREA / LOCATION	DIVISION	DEPT/SECTION	
SURNAME	FIRST NAME		MIDDLE INITIAL	
POSITION TITLE	LEVEL / RANK		JOB GRADE	
EMPLOYMENT STATUS	DATE HIRED		END OF PROBATIONARY PERIOD	
BASIC RATE	GASOLINE ALLOWANCE	COMPENSATION /MONTH	INCREASE UPON REGULARIZATION	
ADDRESS				
TEL. NO.	BIRTHDATE	SEX	CIVIL STATUS CITIZENSHIP	
SSS NO.	TIN	PHILHEALTH NO.	PAG-IBIG NO.	TAX CODE
Initiated & Endorsed by:			Checked & Reviewed by:	
(NAME) (Division Head)			MARYBETH G. MONIS Sr. Manager and Head, HR	
Approved by:			Accepted by:	
J. ROWELL L. RECINTO President and CEO			(NAME) Employee Date	
DISTRIBUTION		1- 201- File 2- Payroll		

A handwritten signature in black ink, appearing to read "J. Rowell L. Recinto".

Annex G



(Date)

(NAME)

(Address)

(Address)

Re : APPOINTMENT

Dear Mr./Ms. (Surname):

We are pleased to confirm your appointment as **(Position title)** of **OCLP Holdings, Inc.** effective **(start Date)** under the following terms and conditions:

1. You shall be engaged for a probationary period of six (6) months during which time your overall performance and suitability to become a regular employee of the company shall be evaluated based on the job responsibilities and standards set forth for your position and made known to you at the start of employment.

Details of your job will be discussed by your coach, **(Name of Department Manager), (Position Title)**

2. Basic Salary : **Php,000.00**
Guaranteed 15 months salary

Job Level : —

Your salary now and in the future is strictly personal and confidential between you and the Company. Hence you are hereby enjoined not to discuss it under any circumstance with anyone except with appropriate members of Management and by appropriate procedures.

3. Due to the nature of the Company's business, Management may change your place of assignment, require you to work during rest days, holidays, night time or during an emergency.
4. Your employment is subject to all rules, regulations, established practices and procedures, rules of conduct and personnel policies of the Company.

5. Your probationary employment may be terminated for just cause or when you fail to qualify as a regular employee in accordance with the standards required by your position and the Company in general.
6. Any misrepresentation, falsification, malicious or inappropriate omission of material fact(s) made by you in your employment application documents, or your submission of fraudulent pre-employment requirements or other vital support document shall be considered sufficient ground for dismissal at any time during your employment with the Company.
7. During the term of your engagement, you agree not to undertake similar services for, or be financially interested, directly or indirectly, with any of the competitors of OHI. Neither shall you divulge information, which will enable any such competitor to gain advantage over the business of OHI.
8. You shall treat as confidential all business, technical and product information, acquired from OHI or any of its subsidiaries under, by virtue of or in connection with this Appointment and agrees not use, disclose or exploit, or allow to be used, disclosed or exploited, any such confidential information for any purpose or activity other than those specifically authorized in this Appointment, without the prior written consent of OHI.

Other details of your employment with OHI shall be discussed by your Coach.

Please indicate your understanding and conformity to the above terms and conditions on the space provided below. This shall serve as your Appointment / Employment Contract.

Welcome to OCLP Holdings, Inc.!

Very truly yours,

J. ROWELL L. RECINTO
President and CEO

CONFORME:

(NAME)

Date:



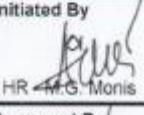
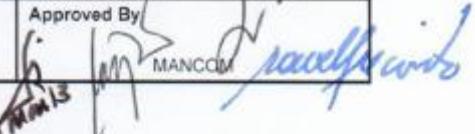
Recruitment Process

Rank	R&F	Supervisor/Officer	Manager																																				
Process	<pre> graph TD A[Initial Interview] --> B[Written Exam] B --> C[Test of Learning Ability] C --> D[Personality Exam / GPI] D --> E[Interview of Requesting Dept.] E --> F[HR Manager's Interview] F --> G[Final Interview with Div. Head] G --> H[Deployment] H --> I[On-boarding Orientation] I --> J[Pre-Emp. Med. Exam] J --> K[Job Offer] K --> L[Background Check] L --> M[Final Interview with Div. Head] </pre>	<pre> graph TD A[Initial Interview] --> B[Written Exam] B --> C[Technical Competency] C --> D[Global Personality Inventory] D --> E[Interview of Requesting Dept.] E --> F[HR Manager's Interview] F --> G[Final Interview with Div. Head] G --> H[Deployment] H --> I[On-boarding Orientation] I --> J[Pre-Emp. Med. Exam] J --> K[Job Offer] K --> L[Background Check] L --> M[Final Interview with Div. Head] </pre>	<pre> graph TD A[Initial Interview - HR Manager] --> B[Interview of Requesting Division - Div. Head] B --> C[Final Interview - Mancom] C --> D[Deployment] D --> E[On-boarding Orientation] E --> F[Pre-Emp. Med. Exam] F --> G[Job Offer] G --> H[Background Check] H --> I[Final Interview - Mancom] </pre>																																				
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Sample Positions	<p>*All entry-level positions (e.g. Administrative Assistant) † Use Technical Competency exam (e.g. General Accounting, Marketing Concepts, etc.) for positions with identified technical exam battery.</p>	<p>* All supervisory to officer level positions (e.g. Accounting Supervisor). † Some positions do not have technical exam battery (e.g. Building Administrator). Use Learning Ability or Business Communication exam as applicable.</p>	<p>* All Managerial positions</p>																																				

Annex H



EMPLOYEE CODE OF DISCIPLINE

	Division CORPORATE RESOURCES GROUP	Version No 2	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name EMPLOYEE DISCIPLINE/CODE OF DISCIPLINE	Initiated By 	Reviewed and Endorsed By E.A. Repadas
	Page No. 1 of 2	Part of the Manual POLICIES	Approved By  MANCOM

I. Purpose

To serve as guide and governing rules for proper conduct and behavior, with the aim of preventing violations and correcting unacceptable behavior, and promoting professionalism, order and safety in the workplace.

While this Code of Discipline covers mostly misconduct that are work-related or committed within company premises or involving company property, the company enjoins all employees to maintain exemplary behavior and integrity beyond the office premises as such personal conduct could indirectly reflect on the organization.

The company does not condone acts done outside the office that are against public morals and good conduct, including but not limited to, involvement in criminal acts such as illegal drug use or trafficking, etc.

II. Scope

This shall be applicable to all employees of OCLP Holdings, Inc. (OHI), regardless of employment status.

III. Policies

1. The company shall take disciplinary action against, and/or discharge, any employee for just and proper cause only and only after due process has been accorded the employee.
2. Every employee is **duty-bound** to *read and understand* the contents of the Code of Discipline (the "Code"). Hence, ignorance of the Code shall not be an excuse against the imposition of any applicable/appropriate penalty or disciplinary action.
3. Implementation of company rules and enforcement of disciplinary action shall be the responsibility of each employee's supervisor, department head, division head, and/or ManCom/BOD, as applicable. The Human Resources Head shall review and advise as necessary.
4. All cases involving possible Suspension or Dismissal shall be reviewed by the HR Head. All decisions for Dismissal shall be subject to prior clearance from the Legal Counsel and concurrence of the Department and Division Heads and thereafter, the approval of the President and Chief Executive Officer (P&CEO) (for cases involving rank & file and supervisors/officers, and managers) or by the Board of Directors (for cases involving executives).
5. For cases not involving suspension, preventive suspension and/or dismissal, the Administrative Hearing may no longer be conducted prior to resolution/decision of the case, provided that the Employee has admitted in writing the commission of the offense, or the infraction is supported by factual data, e.g., timekeeping records, etc.

When the employee concerned has failed to submit a written explanation within the prescribed period with no justifiable reason, the non-submission may be construed as voluntary admission of the offense. Consequently, the company shall take the necessary disciplinary action in accordance with the Code of Discipline and the Labor Code to such effect.



	Division CORPORATE RESOURCES GROUP	Version No 2	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name EMPLOYEE DISCIPLINE/CODE OF DISCIPLINE	Initiated By <i>[Signature]</i> HR - M.G. Monis	Reviewed and Endorsed By <i>[Signature]</i> E.A. Rapadas
	Page No. 2 of 2	Part of the Manual POLICIES	Approved By <i>[Signature]</i> MANCOM

6. Decisions on disciplinary cases and/or determination of amount of penalty due to damage, loss or injury, shall be prepared/reviewed by the HR Head and approved in accordance with the Disciplinary Case Approval Matrix (Table 1).
7. When a violation results in injury to a person or damage or loss to property, or both, the offender shall be required to pay in full the equivalent amount of damage/injury caused by his action or omission. In case of property loss, the basis for such amount shall be the property's replacement value. In case of damage and injury, the amount of such penalty shall be based on actual cost of damage or repair of property and/or treatment of injury. This payment shall be in addition to administrative penalties as specified in the Code of Discipline. Company actions based on the Code shall not prejudice any legal action which may be brought by the aggrieved party against the guilty employee.
8. When a single act constitutes two or more offenses, the penalty for the more serious offense shall be imposed.
9. A penalty may be reduced depending on the *mitigating circumstances* surrounding the case, taking into consideration the gravity of the offense, employee's performance record and tenure.
10. Disciplinary Actions meted an employee shall adversely affect his performance evaluation and, consequently, chances for promotion, if applicable. Commission of offenses shall have corresponding demerits against performance appraisal ratings. (Matrix to be included in policy on performance evaluation). An employee who has been meted the penalty of written warning, suspension or stern warning, shall not be eligible for promotion within one year from commission of last offense.
11. As provided for by Law, an employee may be placed under preventive suspension of not more than 30 consecutive calendar days, when the employee's continued presence or employment, pending investigation, poses a serious threat to the life or property of the employer or other employees.
12. The employee concerned shall be without salary and benefits for the duration of the preventive suspension. However, should the employee be exonerated from the charges, he shall be restored to his original position with full back pay of salaries and benefits withheld during the period of suspension.
13. The list of violations enumerated in this Code of Discipline is not all encompassing. Therefore, other violations, offenses, or misconduct which are not included or mentioned in this Code shall be punishable in the manner most appropriate, as determined by the Management Committee. However, any imposition of penalty shall be guided in accordance with Law and jurisprudence.
14. Except for cases requiring further investigation and study, disciplinary cases shall be resolved within 12 to 21 workdays from date of discovery of the offense.
15. Records of disciplinary cases shall be kept in the employee's 201 file.



OFFENSES AND PENALTIES

 ORTIGAS GROUP	Division CORPORATE RESOURCES GROUP	Version No 2	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name EMPLOYEE DISCIPLINE/CODE OF DISCIPLINE	Initiated By HR - M.G. Morris	Reviewed and Endorsed By E.A. Rapadas
	Page No. 1 of 9 Part of the Manual OFFENSES AND PENALTIES	Approved By MANCOM	<i>[Handwritten signatures]</i>

1. Legend

V	Verbal Warning
W	Written Reprimand
3	Three workdays suspension without pay
6	Six workdays suspension without pay
10	Ten workdays suspension without pay
12	Twelve workdays suspension without pay
15	Fifteen workdays suspension without pay
D	Dismissal

2. Prescriptive Period

Prescriptive period for each violation is 12 calendar months from date of last commission unless otherwise explicitly stated. Should there be no violation of the same nature within the prescriptive period, subsequent offense of the same nature shall be treated as first offense.

For purposes of determining the inclusive calendar months of the Prescriptive Period, the "first month" shall be that calendar month when the first or latest offense, whichever is applicable, was committed.

3. Major Categories of Offenses

I	Acts / Omissions Against Customers
II	Acts / Omissions Against Efficiency/Company Standards
III	Acts / Omissions Against Another Person
IV	Acts / Omissions Against Property
V	Acts / Omissions Against Honesty & Integrity
VI	Acts / Omissions Against Health, Safety, Security, and Order
VII	Acts / Omissions Against Company Interest
VIII	Acts / Omissions Against Public Morals and Good Conduct
IX	Habitual Delinquency



 ORTIGAS	Division CORPORATE RESOURCES GROUP	Version No 2	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name EMPLOYEE DISCIPLINE/CODE OF DISCIPLINE	Initiated By HR - M.G. Morris	Reviewed and Endorsed By E. A. Rapadas
	Page No. 2 of 9	Part of the Manual OFFENSES AND PENALTIES	Approved By MANCOM

4. Table of Offenses and Penalties

NATURE OF OFFENSES	DISCIPLINARY ACTION FOR EACH OFFENSE					
	FIRST		SECOND		THIRD	
	MIN	MAX	MIN	MAX	MIN	MAX
I. ACTS / OMISSIONS AGAINST CUSTOMERS						
A. Mishandling of customers, culpable, unjustifiable and avoidable errors and/or delays whether deliberate or through negligence in handling any customer transaction, service or need.	W	10	3	15	10	D
B. Discourtesy towards customers	W	10	3	15	10	D
C. Maltreating or abusing the customer by word or deed; Engaging in indecent or offensive behavior towards customer, either by word or deed.	6	D	D			
D. Extortion or bribery (e.g. acceptance or soliciting money from customers in exchange for special attention).	D					
ACTS / OMISSIONS AGAINST EFFICIENCY/COMPANY STANDARDS						
A. Negligence Inattention, or carelessness, or failure to exercise due diligence in the performance of duties and responsibilities; Failure to accomplish specific task or instruction or comply with procedure without justifiable reason or cause.	V	6	3	10	6	15
B. Insubordination Deliberate refusal or intentional failure to perform duties and responsibilities or specific task or instruction(s) of superiors, or comply with Company policies and procedures without justifiable reason or cause.	6	10	10	D	15	D
C. Tardiness Tardiness of 16 or more minutes by a rank & file employee exceeding four (4) times in a month, or an accumulation of sixty one (61) or more minutes of qualified Tardiness within the month, whichever comes first. A month is defined as two consecutive payroll periods covering the 26 th of the preceding month to the 25 th of the current month. Prescriptive period is six (6) calendar months counting from month of first offense.	FIRST		SECOND		THIRD	
	W	3	3	6	6	10
	FOURTH		FIFTH		SIXTH	
	10	12	12	15	15	D
D. Absence Without Leave Failure to report for work without an approved Leave Application, or when the filed Leave Application form was disapproved or unauthorized for cause, or without informing the immediate superior(s) of the cause thereof within three (3) hours from start of work time on first day of absence, unless such notification is not feasible.						
1. Absence for three (3) consecutive workdays or less	W	6	3	10	6	15
2. Absence for more than three (3) consecutive workdays	6	10	10	15	15	



	Division CORPORATE RESOURCES GROUP	Version No 2	Policy No				
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	Process Name/Sub-Process Name EMPLOYEE DISCIPLINE/CODE OF DISCIPLINE	Initiated By HR - M.G. Monis	Reviewed and Endorsed By E.A. Rabadas				
Page No. 3 of 9	Part of the Manual OFFENSES AND PENALTIES	Approved By A. M. MARCOM	<i>raquelmonis</i>				
		MIN	MAX	MIN	MAX	MIN	MAX
3. Abandonment of work. Failure to report for work without notice or authorization from superior for an unreasonable number of days despite notice to report back to work within a specified time.		D					
E. Failure to Comply With Timekeeping Requirements							
1. Unexcused failure within one calendar month to swipe proximity card specifically during the earliest entry/ arrival at the office and during the latest exit/ departure therefrom. Prescriptive period is 3 calendar months from last offense.		V	W	W	3	3	6
2. Allowing another person to swipe one's proximity card in the latter's behalf, in the presence of card owner If the act is committed in the absence of the card owner, offense shall fall under Dishonesty (Item V.H.)		V	W	W	3	3	6
F. Failure to wear uniform or comply with Dress Code without justifiable reason and permission. Prescriptive period is 3 calendar months from last offense.		V	W	W	3	3	6
G. Sleeping During Working Hours and/or Paid Overtime.		W	6	3	10	6	D
H. Leaving job or work area for non-official matters during work hours without permission from superior; Loitering		W	6	3	10	6	15
I. Conducting personal business during work hours; Displaying of merchandise for sale within office premises at any time.		W	3	3	6	6	D
J. Wasting time; Idleness; Malingerer		V	3	W	6	6	10
K. Deliberate slowdown or stoppage of work;		6	D	10	D	D	
L. Prolonged or frequent use of office telephone for personal calls; Unauthorized use of internet facilities for unofficial business.		V	3	W	6	3	10
M. Failure to safeguard confidential matters;		W	6	3	10	10	D
N. Disclosure of confidential information to unauthorized persons.		3	D	6	D	D	
O. Reckless driving of company vehicle or improper operation of company vehicle, machinery or equipment. Penalty is in addition to employee's liability to reimburse company for damage incurred.		3	D	6	D	D	
III. ACTS / OMISSIONS AGAINST ANOTHER PERSON							
A. Fighting or instigating a fight, threatening, attempting to or inflicting bodily injury to another at any time within company property or premises.		6	D	10	D	D	
B. Inflicting bodily injury or causing death to another anywhere at any time in any dispute involving one's employment.		6	D	10	D	D	
C. Rudeness; Disrespectful conduct; Use of insulting, abusive, or obscene language to or about other employees or company officials, business associates or official visitors or callers.		3	10	10	D	D	
D. Preventing another from the performance of his work or compelling another to violate any Company rule, regulation or policy, or the Law.		6	D	10	D	D	



 <p>ORTIGAS</p>	Division CORPORATE RESOURCES GROUP	Version No 2	Policy No				
	Department/Section HUMAN RESOURCES	Revision Date <i>[Signature]</i>	Effectivity Date January 1, 2011				
	Process Name/Sub-Process Name EMPLOYEE DISCIPLINE/CODE OF DISCIPLINE	Initiated By <i>[Signature]</i> HR - M.G. Monis	Reviewed and Endorsed By <i>[Signature]</i> E. A. Rapadas				
	Page No. 4 of 9	Part of the Manual OFFENSES AND PENALTIES	Approved By <i>[Signature]</i> MANCOM <i>[Signature]</i>				
		MIN	MAX	MIN	MAX	MIN	MAX
E.	Harassment of any employee within company premises.	W	6	6	D	D	
F.	Making false or unfounded statements which are slanderous or defamatory about other employees and/or officials.	6	D	10	D	D	
G.	Unauthorized opening of another employee's personal or official communications including e-mails, letters, mails or envelopes addressed to another employee, except when such act is sanctioned by the company for security reasons.	W	6	6	10	10	15
IV. ACTS / OMISSIONS AGAINST PROPERTY							
A.	Loss of, damage to, or unauthorized use of company property or other person's/party's property in the custody of the company. Disciplinary Action is in addition to offender's liability to compensate the Company for damage or loss incurred.						
1.	Due to negligence	3	D	10	D	D	
2.	With intent	6	D	D			
B.	Vandalism	6	D	15	D	D	
C.	Willful, unofficial or unauthorized use of company vehicle, facilities or other property.	6	D	D			
D.	Unauthorized opening or attempting to open any locker, drawer, cabinet or vault.	6	D	D			
E.	Damaging or attempting to damage company property or other person's property by any means/act.	6	D	D			
F.	Substituting or attempting to substitute company materials, equipment or parts of equipment with another of inferior quality or lesser value.	10	D	D			
V. ACTS / OMISSIONS AGAINST HONESTY AND INTEGRITY							
A.	Corruption, Extortion, Bribery. Demanding, requesting, soliciting, receiving or accepting any consideration, share percentage, or commission for himself or for another person in connection with any contract or transaction entered into by the Company.	D					
B.	Fraud Against the Company Making false or fraudulent claim or acts that defraud company; or obtains payment, benefit or gain to which he is not entitled; or knowingly honors forged signature for own benefit; or gives approval to false or erroneous documents.	D					
C.	Misuse of Company Funds or Property 1. Appropriates, diverts or uses Company funds or property for own benefit or third party's without approval of the Company.	D					
	2. Deliberately or through negligence, permits another person to misappropriate, divert or misuse company funds or property.	D					
	3. Deliberately loses, destroys or causes damage to Company property or records or willfully permits another person to lose, destroy, or damage the same.	D					



 <p>ORTIGAS GROUP</p>	Division CORPORATE RESOURCES GROUP	Version No 2	Policy No				
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011				
	Process Name/Sub-Process Name EMPLOYEE DISCIPLINE/CODE OF DISCIPLINE	Initiated By HR - M.G. Monis	Reviewed and Endorsed By E.A. Rabadas				
	Page No. 5 of 9	Part of the Manual OFFENSES AND PENALTIES	Approved By MANCOM				
		MIN	MAX	MIN	MAX	MIN	MAX
D. Theft, Pilferage, or Embezzlement Removing or taking, or attempting to remove or take from Company premises any funds, equipment, tools, materials, supplies, accountable forms, or other properties owned by, leased to, or deposited with the Company, regardless of the condition or value of such properties; Or stealing, embezzling, or defalcating Company funds, accountable forms, or company property, or the personal property of other employees or company officials.		D					
E. Falsification of Documents with intent to defraud the Company. This shall include falsifying or tampering of support documents, or submission of falsified documents, to claim benefits or privileges for self or another employee or person.		D					
F. Perjury / False Testimony Making untruthful statements in an affidavit or any written statement necessary in the investigation conducted by Company or deliberately gives false testimony in an official inquiry or investigation.		D					
G. Falsifying attendance record or any timekeeping/attendance support document of self or another employee or altering or destroying time record or support document of self or another employee.	6	10	D				
H. Swiping / punching another employee's proximity / time card or allowing another employee to swipe / punch one's proximity / time card despite absence of card owner from the card scanner/bundy clock area.	6	10	D				
I. Any other form of dishonesty, fraud or deceit committed by the employee against the company, its clients, customers, suppliers, business associates or employees.	D						
VI. ACTS / OMISSIONS AGAINST HEALTH, SAFETY, SECURITY AND ORDER							
A. Reckless or Willful Endangerment Endangering, jeopardizing, or compromising in any manner, by word or action, the safety of any Company operations, deliberately or through culpable negligence.	10	D	D				
B. Reckless or Willful Security Compromise Endangering, jeopardizing, or compromising the security of Company personnel, operations, assets and properties, documents.	10	D	D				
C. Breach of Instruction, Official/Legal Order or Memorandum. Failure, refusal, obstruction of any instructions, orders, memoranda issued by Company. Refusal to acknowledge receipt of any official, written instruction on Health or Safety or Security or Order matters.	10	D	D				
D. Inciting or participating in any unauthorized or unlawful concerted activities directed towards the company or its interests, through conspiracy/connivance resulting to work stoppage, riot, mass leave or similar actions.	D						



	Division CORPORATE RESOURCES GROUP	Version No 2	Policy No
	Department/Section HUMAN RESOURCES	Revision Date <i>[Signature]</i>	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name EMPLOYEE DISCIPLINE/CODE OF DISCIPLINE	Initiated By HR - M.G. Morris	Reviewed and Endorsed By E. A. Rapadas
Page No. 6 of 9	Part of the Manual OFFENSES AND PENALTIES	Approved By <i>[Signature]</i>	MANCOM <i>[Signature]</i>

	MIN	MAX	MIN	MAX	MIN	MAX
E. Concealing or withholding information regarding actual or imminent threats or dangers to the well-being or safety of company operations and/or employees and customers.	10	D				
F. Smoking in prohibited areas.	W	3	3	6	6	10
G. Causing injury to others deliberately or through negligence.	6	D	20	D	D	
H. Failure to report own personal injury or accident.	V	3	W	6	3	10
I. Failure to report to the Company his having a contagious disease despite his having known of the same.	6	10	15	D	D	
J. Refusal or failure to report to company physician or accredited hospital or HMO for check-up, diagnosis, and/or treatment.	V	3	W	6	3	6
K. Unauthorized possession of deadly weapons within Company premises.	6	D	10	D	D	
L. Refusal to submit to company's authorized performance of security personnel's lawful duties.	W	10	3	15	15	D
M. Violation of any regulation on the use and wearing of company ID cards. Prescriptive period is 3 calendar months from last offense.	V	3	W	6	3	6
N. Giving company identification materials / documents to any person not entitled to it, or assisting any person to enter any restricted area without Company's permission.	10	D	D			
O. Unauthorized posting, writing or removal of material on bulletin board, intranet, walls or other property of the company.	V	3	W	6	6	
P. Distributing written/printed matters of any description within Company premises without permission from Management.	V	3	W	6	6	
Q. Bringing out of company premises any office property or other person's belongings without proper authorization.	W	D	6	D	D	
R. Unauthorized possession or sale of explosives, firecrackers, and other pyrotechnics, highly flammable, or combustible materials within Company premises.	6	D	15	D	D	
S. Unauthorized discharge of firearms and other explosives within Company premises.	10	D	D			
T. Disruption, Disorderly Conduct; Horseplay within company property.	3	10	10	15	15	D
VII. ACTS / OMISSIONS AGAINST COMPANY INTEREST						
A. Conflict of Interest						
1. Participation in any type of outside activities, or relationship with beneficiaries seeking contracts, which would be contrary to the best interests of the Company. Penalty/action will be determined on the basis of whether the activities or relationship might result in a conflict between the private interest of the employee and his duty and obligation to the Company, or tend to create in the minds of others a suspicion of prejudice or favoritism that would be an embarrassment to the Company. (Also refer to Conflict of Interest Policy)						
	W	D	D			



 <p>ORTIGAS</p>	Division CORPORATE RESOURCES GROUP	Version No. 2	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name EMPLOYEE DISCIPLINE/CODE OF DISCIPLINE	Initiated By <i>[Signature]</i> HR - M.G. Monis	Reviewed and Endorsed By <i>[Signature]</i> E.A. Rabadas
	Page No. 7 of 9	Part of the Manual OFFENSES AND PENALTIES	Approved By <i>[Signature]</i> MANCOM <i>[Signature]</i>
		MIN MAX	MIN MAX
	2. Failure to disclose involvement in any endeavor which may be in conflict of interest to the Company.	W D	D
B.	Disclosure to unauthorized party and/or unauthorized use of confidential information obtained as a result of employment in the Company.	W D	D
C.	Injuring Company Reputation Deliberately damaging or injuring the reputation or image of the Company such as spreading false or unsupported rumors, embarrassing, ridiculing, insulting, or mocking the Company by word or deed in the presence of other people or through other means, and criticizing company in public.	3 D	D
D.	Disloyalty, Abetting Competitors Commission of any act contrary, prejudicial or damaging to the interest of the Company or beneficial to the interest of the Company's competitors at the expense of Company; or abetting the efforts of other parties inflicting harm through commercial, political, legal publicity or any form of harm or damage to the Company.	3 D	D
E.	Directly or indirectly requesting or accepting gifts or gratuities of substantial value (whether in the form of money, services, purchases at discount, entertainment or similar favors) from claimants or beneficiaries of the Company, or individuals or firms doing business with or having contractual relations with the Company. (Unsolicited gifts or presents of small value not exceeding P500.00 which are offered as tokens of gratitude or friendship according to local social or trade customs or usage may be accepted by the employee.) Provided, however, that unsolicited gifts exceeding P500.00 in value that have been turned over to HR or Division Head/Designate shall not be considered under this offense.	15 D	D
F.	Soliciting donation or monetary support, or engaging in fund raising activities (e.g., selling of raffle tickets) within company premises, except for those activities / programs sanctioned by the company.	V W	W 3 3 6
G.	Misconduct during non-duty hours where the employee capitalizes on his/her employer-employee relationship with the Company in order to gain undue benefit or advantage in any dealings regardless of whether such purpose is realized or not; or where the circumstances or elements of the misconduct are related to the employee's job or are such that the prestige of the Company may be adversely affected.	15 D	D
H.	Refusal or unjustified failure to testify or furnish testimony or information to authorized representatives of the Company in regard to matters under inquiry as possible infractions of Laws, or regulations and procedures of the Company.	15 D	D



 <p>ORTIGAS</p>	Division CORPORATE RESOURCES GROUP	Version No 2	Policy No				
	Department/Section HUMAN RESOURCES	Revision Date <i>[Signature]</i>	Effectivity Date January 1, 2011				
	Process Name/Sub-Process Name EMPLOYEE DISCIPLINE/CODE OF DISCIPLINE	Initiated By <i>[Signature]</i> HR - M.G. Monis	Reviewed and Endorsed By <i>[Signature]</i> E.A. Repadas				
	Page No. 8 of 9 Part of the Manual OFFENSES AND PENALTIES	Approved By <i>[Signature]</i> MANCOM	<i>[Signature]</i>				
		MIN <i>[Signature]</i>	MAX <i>[Signature]</i>	MIN <i>[Signature]</i>	MAX <i>[Signature]</i>	MIN <i>[Signature]</i>	MAX <i>[Signature]</i>
I.	Failure to report to authorized company officers his knowledge of any incident involving any employee that indicates possible misconduct, anomaly, or action that is against company's interest or in violation of the Code of Conduct, or the Law in general. Provided, however, that such report is founded on facts as supported by evidence and/or documented witnesses' testimonies.	6	D	D			
J.	Abuse of authority	3	D	D			
VIII. ACTS/OMISSIONS AGAINST PUBLIC MORALS AND GOOD CONDUCT							
A.	Possession of prohibited drugs and/or drug paraphernalia.	D					
B.	Reporting for duty or being on duty under the influence of prohibited drugs.	D					
C.	Giving or attempting to give prohibited drugs to others, selling or attempting to sell prohibited drugs to anyone within or outside Company premises.	D					
D.	Reporting for duty or being on duty under the influence of alcohol.	6	15	15	D	D	
E.	Gambling; Unlawful betting in Company premises.	6	D	D			
F.	Excessive borrowing and the lack of good faith in paying financial obligations to fellow employees, or customers, clients, suppliers, or contractor's personnel.	W	3	3	6	6	D
G.	Usurious lending to fellow employees, clients, suppliers, or contractor's personnel.	W	3	3	6	6	10
H.	Immoral conduct or behavior within Company premises.	10	D	D			
I.	Involvement in an illicit relationship with co-employee.	10	D	D			
J.	Commission of an act which is highly scandalous and/or offensive to good morals, good custom and decency within Company premises.	10	D	D			
K.	Sexual harassment	D					
L.	Conviction of a crime involving moral turpitude, committed within or outside company premises.	D					
IX. HABITUAL DELINQUENCY							
A.	Commission of any four (4) offenses punishable by Written Warning or Suspension within a calendar month.	6	10	D			
B.	Commission of any twelve (12) offenses punishable by Written Warning or Suspension within 12 calendar months.	6	10	D			
C.	Commission of any three (3) offenses punishable by Suspension within 3 calendar months.	10	D	D			
D.	Commission of any six (6) offenses punishable by Suspension within 12 calendar months.	10	D	D			



	Division CORPORATE RESOURCES GROUP	Version No 2	Policy No
	Department/Section HUMAN RESOURCES	Revision Date <i>M. G.</i>	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name EMPLOYEE DISCIPLINE/CODE OF DISCIPLINE	Initiated By HR - M.G. Monis	Reviewed and Endorsed By E. A. Rapadas
	Page No. 9 of 9 Part of the Manual OFFENSES AND PENALTIES	Approved By <i>MANCOM</i>	<i>Bravellhardt</i>

5. RESERVATION CLAUSE

The Code of Discipline is not intended to embrace all Company rules and regulations. Other rules and regulations may be subsequently issued in the form of general or regular memos. Management reserves the right to declare certain actions or activities of employees as misdemeanor, for commission of which, the necessary disciplinary action may be imposed.

Ignorance of the Company rules and regulations as herein embodied or subsequently issued shall not excuse anyone from compliance therewith nor from the imposition of appropriate penalties, provided that all imposable rules and regulations must be properly published through written memorandum or email announcements or newsletters fifteen (15) days prior to effectivity.

Management has the right to exercise its prerogatives and take such actions and render decisions as it may deem necessary under prevailing circumstances.

Moreover, Management reserves the right to file the appropriate criminal and/or civil action against any erring employee aside from the administrative action taken against him.

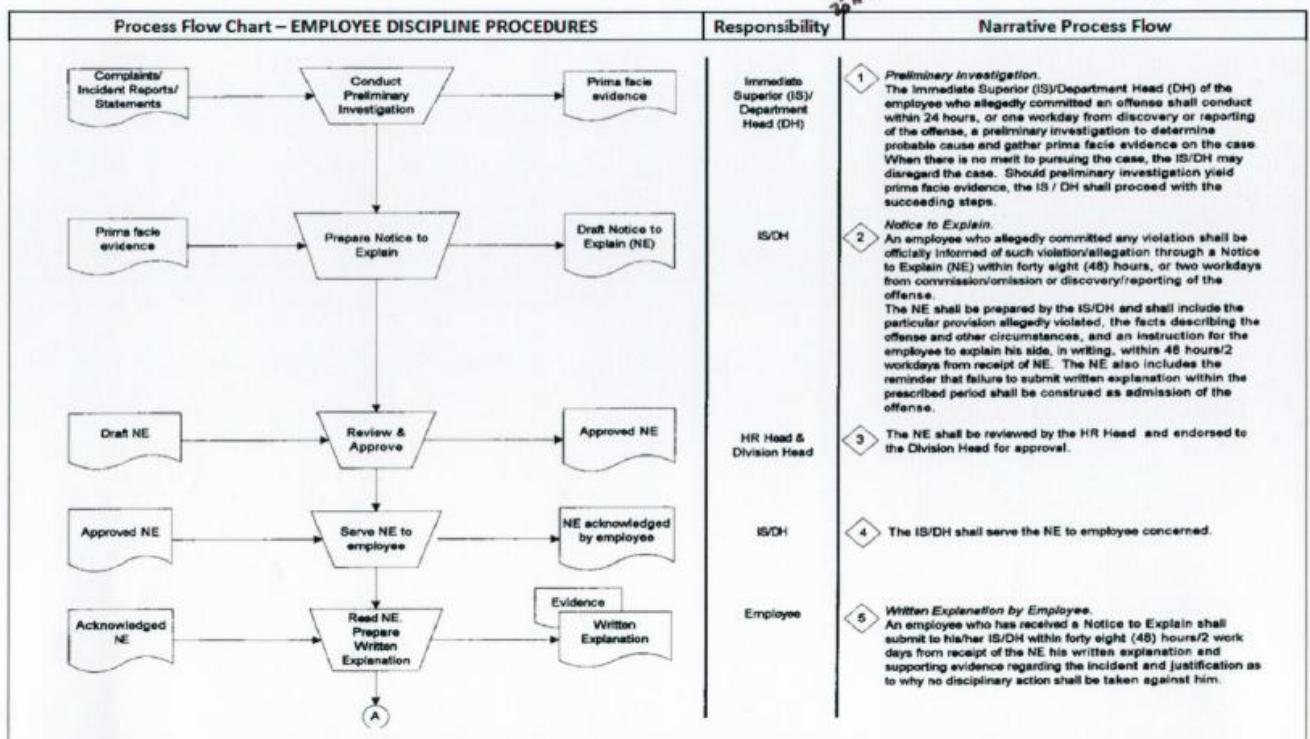
6. CONFLICTS AND COMPLAINTS

Misunderstandings and differences of opinion will arise from time to time. Differences may concern interpretation or operation of established company policies connected with wages, salaries, hours or employment, or working conditions. In most cases the easiest and most effective way of dealing with these problems is for the employee concerned to discuss the matter in a frank and friendly manner with his Superior. The Superior is generally in the best position to help the employee and it is his responsibility to see that employees get fair and considerate treatment at all times.

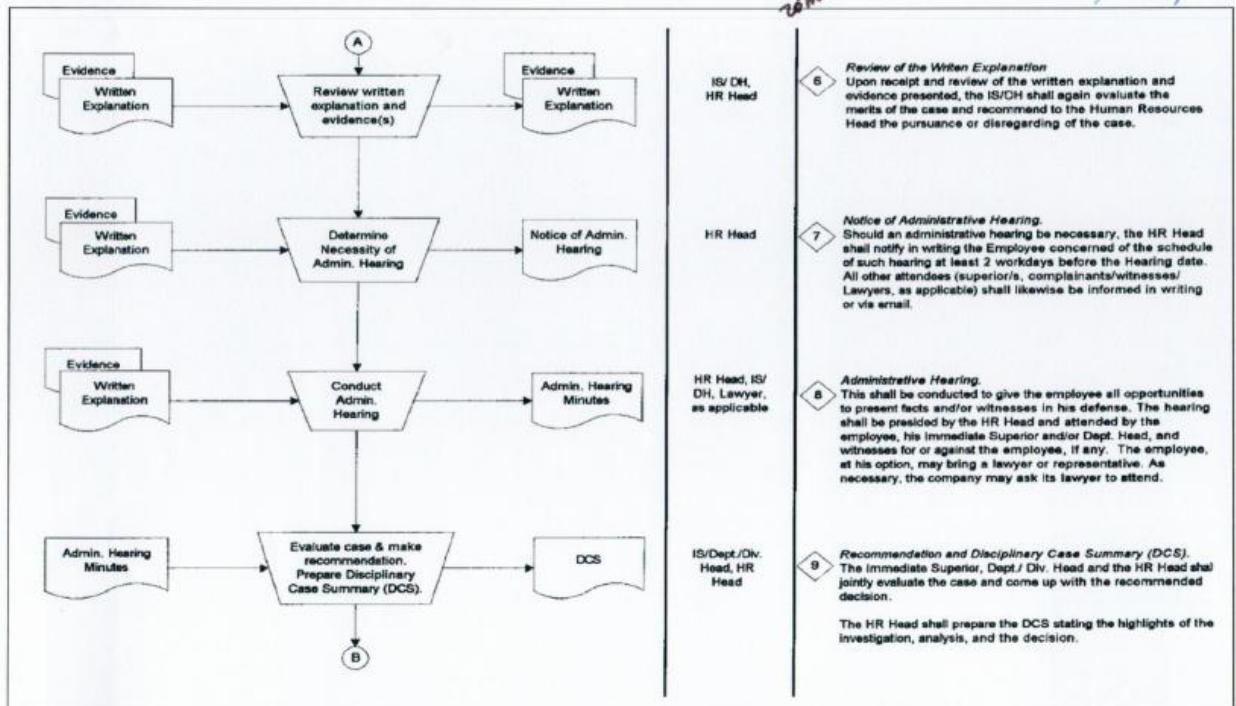
Disputes may arise, however, which cannot be settled satisfactorily at the Superior's level. If this happens, the employee may discuss his problems with the Human Resources Head. The HR Head may request the employee to put his concerns in writing citing therein all related incidents. It is the HR Head's responsibility to assist employees in every way possible, to make necessary investigations, and to see that problems are dealt with fully and fairly.

If, after exhausting the above processes the problem is not resolved to the employee's satisfaction, the employee may request the HR Head to assist him in presenting the problem to the Management Committee (MANCOM) or the appropriate higher authority.

 ORTIGAS	Division	CORPORATE RESOURCES GROUP	Version No	Policy No
	Department/Section	HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name	EMPLOYEE DISCIPLINE/CODE OF DISCIPLINE	Initiated By <i>M. M. M.</i>	Reviewed and Endorsed By E.A. Rapadas
	Page No. 1 of 3	Part of the Manual POLICIES	Approved By <i>S. B. S.</i>	MANCOM <i>J. Raulfucido</i>



 Page No. 2 of 3	Division CORPORATE RESOURCES GROUP	Version No 2	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name EMPLOYEE DISCIPLINE/CODE OF DISCIPLINE	Initiated By HR - M/G. Monis	Reviewed and Endorsed By E.A. Repadas
	Part of the Manual POLICIES	Approved By <i>[Signature]</i>	MANCOM <i>[Signature]</i>



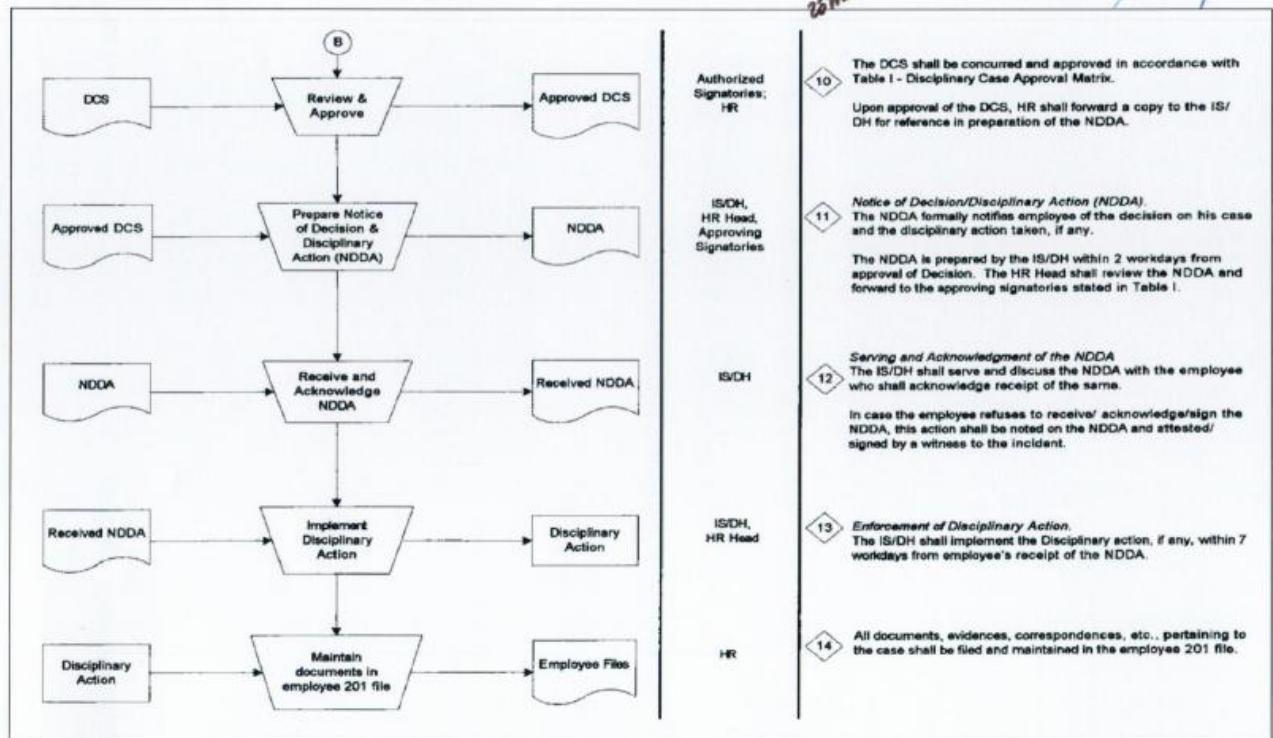
 <p>ORTIGAS</p>	Division	CORPORATE RESOURCES GROUP	Version No	2	Policy No
	Department/Section	HUMAN RESOURCES	Revision Date	January 1, 2011	Effectivity Date
	Process Name/Sub-Process Name	EMPLOYEE DISCIPLINE/CODE OF DISCIPLINE	Initiated By	M.G. Monis	Reviewed and Endorsed By E.A. Rocadas

Page No.
3 of 3

POLICIES

Approved By

MANCOM

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Annexes

EMPLOYEE CODE OF DISCIPLINE

Annex A



INCIDENT REPORT	
Name :	Date :
Address :	Contact Number :
DETAILS OF INCIDENT (Please use additional sheets if necessary)	
Date of Incident / Discovery:	
Approximate Time of Incident:	
Summary / Narration of Incident:	
Accomplished by: _____ Received by: _____	
(Name and Signature of Person Reporting / Date) (Name and Signature of OHI Representative / Date)	

A handwritten signature in black ink, appearing to read "David".

Annex B



NOTICE TO EXPLAIN			
Name :	Date :		
Address :	Contact Number :		
Alleged Violation (per Code of Discipline)			
Category:			
Specific Item:			
Penalty Indicated for the Offense:			
Incident(s) Reported / Discovered (Use additional sheets if necessary)			
Date and Approximate Time of the Incident / Discovery:			
Place(s) of Incident:			
Details:			
Instructions/Reminders to Employees: <ol style="list-style-type: none"> 1. Please explain in writing your side of the incident and why no disciplinary action should be taken against you. You may attach evidence and written statements of witnesses, if applicable. 2. Please submit your written explanation to your Immediate Superior or Department Head within 48 hours from receipt of this Notice to Explain. 3. Be reminded that failure to submit your written explanation within the prescribed period shall be construed as admission of the offense. Consequently, the Company shall take the necessary disciplinary action in accordance with the Code of Conduct and as allowed by Law. 			
Prepared by:	Noted by (as applicable):		
Immediate Superior	Department Head	Division Head	President & CEO
Noted by:	Received by:		
HR Head	Employee / Date & Time		



OCLP Holdings, Inc.
An Ortigas Company



Annex C

WRITTEN EXPLANATION		
Name :	Date :	
Position :	Department :	
In Reply to the Alleged Violation (per Code of Discipline)		
Category:		
Specific Item:		
Per Notice to Explain Dated:		
Explanation on incident and why no disciplinary action should be taken: (Use additional sheets if necessary)		
Date and Approximate Time of the Incident / Discovery:		
Place(s) of Incident:		
Details:		
Prepared by: Employee / Date	Noted by (as applicable): Immediate Superior / Department Head / Date	Received by: Division Head / Date
		HR Head / date



OCLP Holdings, Inc.
An Ortigas Company

Annex D



DISCIPLINARY CASE SUMMARY				
Name :	Date :			
Position :	Department :			
Case References (as applicable)				
<input type="checkbox"/> Complaint / Incident Report dated _____ <input type="checkbox"/> Notice to Explain dated _____ <input type="checkbox"/> Employee's Written Explanation dated _____ <input type="checkbox"/> Witness(es)' Statement(s) dated _____ <input type="checkbox"/> Minutes of Administrative Hearing on _____				
INVESTIGATION RESULTS (Summary / Highlights)				
ANALYSIS AND RECOMMENDATION				
DECISION				
DISCIPLINARY ACTION				
Prepared by:	Concurred by (as applicable):			
HR Head / Date	Legal Department	Department Head	Division Head	President & CEO
Approved by (as applicable):			Received by:	

Annex E



NOTICE OF DECISION / DISCIPLINARY ACTION				
Name :	Date :			
Position :	Department :			
Case References (as applicable)				
<input type="checkbox"/> Complaint / Incident Report dated _____ <input type="checkbox"/> Notice to Explain dated _____ <input type="checkbox"/> Employee's Written Explanation dated _____ <input type="checkbox"/> Witness(es)' Statement(s) dated _____ <input type="checkbox"/> Minutes of Administrative Hearing on _____				
INVESTIGATION RESULTS (Summary / Highlights)				
DECISION				
DISCIPLINARY ACTION				
Prepared by:	Concurred by (as applicable):			
HR Head / Date	Legal Department	Department Head	Division Head	President & CEO
Approved by (as applicable):			Received by:	
Division head	President & CEO		Employee / Date	

VACATION LEAVE POLICY

	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Revision Date February 25, 2013	Effectivity Date January 1, 2011	
	Department/Section HUMAN RESOURCES	Initiated By HR - M.G. Monis	Recommended and Endorsed By E. A. Rapadas
Page No. 1 of 5	Process Name VACATION LEAVE	Approved By <i>J. R.</i>	MANCOM <i>ravellojwink</i>

I. Purpose

To provide clear policies, guidelines and procedures in the availment of Vacation Leave (VL) benefit.

II. Scope

These policies, guidelines and procedures are applicable to all employees of OCLP Holdings, Inc. (OHI)

III. Policies

1. Earning of VL Credits

Upon hiring, all employees shall start earning VL credits, as follows:

LEVEL	VL CREDIT	CREDITING PERIOD
Rank & File	1.25 workdays per month;	
Supervisors & Officers	maximum of 15 workdays per year	End of each month
Managers		
Executives	Based on approved contract	Start of the year

Should the hiring date of an employee fall beyond the first calendar day of the month, the following equivalent VL credit shall apply to the first calendar month of employment.

HIRING DATE	EQUIVALENT VL CREDIT
	Rank & File to Managers
1 to 15	1.25 days
16 to 31	0.75 day

All employees upon regularization shall be entitled to the earned VL credits during the probationary period. However, all managers are allowed advance pro-rated VL credits effective from date of regularization to end of the calendar year.

Example:

Regularization date is June 1, 2013:

Advance VL credits will be 8.75 (1.25*7 months)

For succeeding years, all regular Managers are entitled to 15 days advance VL credits at the start of each calendar year.

	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
		Revision Date February 25, 2013	Effectivity Date January 1, 2011
Department/Section HUMAN RESOURCES		Initiated By <i>J. M. G. Monis</i> HR - M.G. Monis	Recommended and Endorsed By <i>E. A. Papadatos</i> E. A. Papadatos
Page No. 2 of 5	Process Name VACATION LEAVE	Approved By <i>J. M. G. Monis</i>	MANCOM <i>vacations</i>

2. Availment of VL Benefit

2.1 Upon regularization and thereafter, an employee shall be entitled to avail of his earned VL credits. Provided, however, that any VL availment must have the approval of authorized approvers (please see table below). The HRIS leave module shall be used for this purpose.

LEVEL	APPROVERS FOR LEAVE APPLICATION	
	1 st Approver	Final Approver
Rank & File	Section Head (if applicable)	Department Head
Supervisors & Officers	Department Head	Division Head
Managers		Division Head
Division Head		President & CEO
President & CEO		Non-executive Director

2.2 Minimum VL availment shall be one half (0.5) day.

2.3 If and when the applied VL was left unapproved until the effectivity of leave/s due to reasons other than its disapproval, verbal approval, submission of approved manual leave form or e-mail notification of VL will suffice pending HRIS approval for purposes of exemption from the offense of Absence Without Leave (AWOL). However, only duly approved leave/s in the HRIS, leave/s with email notification & approval and leave/s with approved manual forms shall be considered for payment.

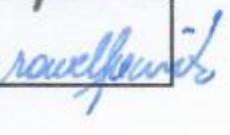
2.4 Availment of leaves shall not exceed the earned VL credits. However, should the leaves applied for or consumed/ exceed the earned credits; the excess days shall be deducted from the employee's salary.

3. Scheduling of Vacation Leaves

In order not to disrupt operations, the Department / Division Heads may schedule the vacation leaves of their employees such that the department shall be adequately manned at any given workday. Immediate superiors or department heads reserve the right to disapprove or reschedule leave/s in cases of business exigency. However, disapproving or rescheduling shall not be arbitrary as to violate or impede the employee's right to the benefit.

3.1 Ideally, lengthy vacation leaves may be scheduled by employees at the start of each calendar year. In such cases, the employee may file in HRIS the proposed vacation leaves. All employees shall be given equal opportunities for nominating their desired schedules, subject to the approval of the respective Department and Division Heads.



	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Revision Date February 25, 2013	Effectivity Date January 1, 2011	
Department/Section HUMAN RESOURCES	Initiated By HR - M.G. Monis	Recommended and Endorsed By E. A. Capadas	
Page No. 3 of 5	Process Name VACATION LEAVE	Approved By 	MANCOM 

3.2 In cases when an employee is not yet certain of the dates or schedule of his vacation leaves for the year, the employee may file a leave as the need arises. Nevertheless, an employee is required to file at least two (2) days before the scheduled leave.

4. Emergency Leaves

Absence due to fortuitous event / situation beyond the employee's control are referred to as emergency, thus, considered as valid reason for absenting one's self from work. Emergency leaves shall be charged to vacation leave credits, depending on the nature of emergency (e.g., natural calamities, accidents, death in the family, and other similar causes)

4.1 The employee concerned must inform his immediate superior / department head about the cause of the emergency within three (3) hours from start of official work hour, unless such notice is not feasible at the time.

4.2 Upon return to work from an emergency leave, the employee shall immediately file the leave in HRIS. Emergency Leave shall be charged to Vacation Leave credits.

5. Disapproved Leaves

If and when an employee pushes through with a disapproved leave, said leave would not be charged to his VL credit and would be considered as an unpaid absence without prejudice to any disciplinary action that may be imposed.

6. Vacation Leave Credits Accrual

Vacation leave credits are cumulative. The maximum allowable accrued VL balance per level is stated in the table below. Any credit in excess of the maximum allowable accrued balance at any given month shall be automatically forfeited.

LEVEL	MAXIMUM ALLOWABLE ACCRUED VL BALANCE
Rank & File	
Supervisor & Officer	30 days
Manager & Senior Manager	
Executive	Based on approved contract

7. Conversion of Unused Vacation Leaves

Unused vacation leaves shall not be converted to cash except upon resignation from the company (see item 8). In case of *Termination for Cause*, the VL conversion benefit shall be forfeited.



	Division	Version No	Policy No
	CORPORATE RESOURCES DIVISION	2	
	Department/Section	Revision Date February 25, 2013	Effectivity Date January 1, 2011
	HUMAN RESOURCES	Initiated By <i>J. M. G. Monis</i> HR - M.G. Monis	Recommended and Endorsed By <i>E. A. Kapadas</i> E. A. Kapadas
Page No.	Process Name	Approved By <i>J. M. G. Monis</i> MANCOM	<i>ravelphmbo</i>
4 of 5	VACATION LEAVE		

8. Inclusion of VL Conversion in Terminal Pay

- 8.1 In the event of resignation, any earned but unused VL credits (up to maximum allowable accrual) shall be converted to its cash equivalent, and shall form part of the employee's terminal pay.
- 8.2 In case an employee has not completed a full month for his last calendar month with the company, the following equivalent VL credit shall apply to that last calendar month of employment.

No. of Days Worked* in Last Month	Equivalent VL Credit Earned	
	R&F to Managers	Executives
12 or more	1.25 days	
6 to 11	0.75 day	
0 to 5	none	Based on approved contract

*Days Worked shall include leaves with pay, maternity leave & actual number of days worked (excluding weekends)

- 8.3 Basis for cash conversion shall be the employee's current salary rate.

- 8.4 For employees with advance leave credits, only those leaves earned at the time of resignation shall be converted to its cash equivalent and shall form part of the employee's terminal pay.

Example: The resignation date is October 31. Advance VL credits for the month of November & December (1.25 days x 2 months= 2.5 days) shall not be part of employee's terminal pay.

9. Deduction of Advanced VL Credits from Terminal Pay

In the event that a resigning employee has used advanced VL credits (that remained unearned until resignation date), the cash equivalent of such advanced VL credits shall be deducted from the terminal pay due to the employee. Basis of cash equivalent shall be the employee's current salary rate.



Annex

VACATION LEAVE POLICY

ANNEX A



OCLP HOLDINGS, INC.

APPLICATION FOR LEAVE

NAME:		DATE FILED:		
DEPARTMENT:		POSITION:		EMPLOYEE NO.:
<input type="checkbox"/> Vacation Leave <input type="checkbox"/> Others <input type="checkbox"/> Sick Leave <input type="checkbox"/> Emergency Leave <input type="checkbox"/> Paternity Leave <input type="checkbox"/> Maternity		From : To : No. of days :		LEAVE CREDIT BALANCES (FOR HR USE)
				VL SL OTHERS Previous Balance This Leave/s Balance
REASON				
REMARKS (FOR DEPARTMENT HEAD'S OR HR HEAD'S USE, AS APPLICABLE)				
REQUESTED BY: EMPLOYEE'S SIGNATURE	(FOR SICK LEAVE, AS APPLICABLE) COMPANY PHYSICIAN	ENDORSED / APPROVED BY: *	NOTED BY: HR HEAD	

Note: Leaves of Supervisors and Officers need approval of their Division Head.

Distribution : 1 copy-HR, 1 copy-Employee

SICK LEAVE POLICY

	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Revision Date February 25, 2013	Effectivity Date January 1, 2011	
Department/Section HUMAN RESOURCES	Initiated By HR - M.G. Monis	Recommended and Endorsed By E. A. Rapadas	
Page No. 1 of 4	Process Name SICK LEAVE	Approved By MANCOM	<i>ravelphm</i>

I. Purpose

To provide clear policies, guidelines and procedures in the availment of Sick Leave (SL) benefit.

II. Scope

These policies, guidelines and procedures are applicable to all employees of OCLP Holdings, Inc. (OHI)

III. Policies

1. Earning SL Credits

Upon hiring, all employees shall start earning SL credits, as follows:

LEVEL	SL CREDIT	CREDITING PERIOD
Rank & File	1.25 workdays per month;	
Supervisors & Officers	maximum of 15 workdays per year	End of each month
Managers		
Executives	Based on approved contract	Start of the year

Should the hiring date of an employee fall beyond the first calendar day of the month, the following equivalent SL credit shall apply to the first calendar month of employment.

HIRING DATE	EQUIVALENT SL CREDIT
	Rank & File to Managers
1 to 15	1.25 days
16 to 31	0.75 day

All employees upon regularization shall be entitled to the earned SL credits during the probationary period. However, all managers are allowed advance pro-rated SL credits effective from date of regularization to end of the calendar year.

Example: Regularization date is June 1, 2013:

Advance SL credits will be $8.75 (1.25 * 7 \text{ months})$

For succeeding years, all regular Managers are entitled to 15 days advance SL credits at the start of each calendar year.



	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Revision Date February 25, 2013	Effectivity Date January 1, 2011	
Department/Section HUMAN RESOURCES	Initiated By HR / M.G. Monis	Recommended and Endorsed By E. A. Rapadas	
Page No. 2 of 4	Process Name SICK LEAVE	Approved By  MANCOM	

2. Availment of SL Benefit

2.1 Upon regularization and thereafter, an employee shall be entitled to avail of his earned SL credits for absences due to illness or injury, medical or dental check up or as advised by the physician. Any SL availment must have the approval of authorized approvers (please see table below). HRIS leave module shall be used for this purpose.

For sick leaves longer than 3 workdays, the employee is required to submit a valid doctor's certificate as support document for the SL. Otherwise, the filed sick leave shall not be paid.

LEVEL	APPROVERS FOR LEAVE APPLICATION	
	1 st Approver	Final Approver
Rank & File	Section Head (if applicable)	Department Head
Supervisors & Officers	Department Head	Division Head
Managers		Division Head
Division Head		President & CEO

2.2 Minimum SL availment shall be one half (0.5) day.

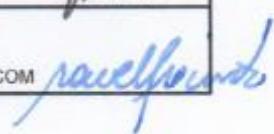
2.3 If and when the applied SL was left unapproved until the effectivity of leave/s due to reasons other than its disapproval, verbal approval, submission of approved manual leave form or e-mail notification of SL will suffice pending HRIS approval for purposes of exemption from the offense of Absence Without Leave. However, only duly approved leave/s in the HRIS, leave/s with email notification & approval and leave/s with approved manual forms shall be considered for payment.

2.4 In general, availment of leaves shall not exceed the earned SL credits. However, should the illness / injury require a longer treatment / recovery time as supported by a valid medical certificate, the Company may allow the use of SL credits advanced up to a maximum of 15 days. The employee may likewise utilize his earned VL credits upon approval of his Department & Division Head, should the advanced SL credits still prove insufficient for the employee's need.

3. Disapproved Leaves

If and when an employee's SL application was disapproved due to lack of support documents, or due to presence of proof that employee was not sick or injured as he had claimed to be, said leave would not be charged to his SL credit and would be considered as an unpaid absence without prejudice to any disciplinary action that may be imposed.



	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Revision Date February 25, 2013	Effectivity Date January 1, 2011	
Department/Section HUMAN RESOURCES	Initiated By J. M. G. Monis	Recommended and Endorsed By E. A. Rapadas	
Page No. 3 of 4	Process Name SICK LEAVE	Approved By  MANCOM	

4. Sick Leave Credits Accrual & Conversion of Unused Sick Leaves

Sick leave credits are cumulative. The maximum allowable accrued SL balance is ninety (90) days. Sick Leaves in excess of 90 days shall be converted to cash and shall be included in the payroll not later than end of February of the succeeding year. Basis for the computation is the latest salary at the time of sick leave conversion.

5. Inclusion of SL Conversion in Terminal Pay

5.1 In the event of resignation, any earned but unused SL credits (up to maximum allowable accrual) shall be converted to its cash equivalent, and shall form part of the employee's terminal pay.

5.2 In case of Termination for cause, the SL conversion benefit shall be forfeited.

5.3 In case an employee has not completed a full month for his last calendar month with the company, the following equivalent SL credit shall apply to that last calendar month of employment.

No. of Days Worked* in Last Month	Equivalent SL Credit Earned	
	R&F to Manager	Executives
12 or more	1.25 days	
6 to 11	0.75 day	
0 to 5	none	Based on approved contract

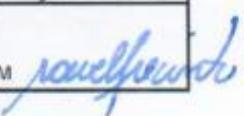
*Days Worked shall include leaves with pay, maternity leave & actual number of days worked (excluding weekends)

5.4 Basis for cash conversion shall be the employee's current salary rate.

5.5 For employees with advance leave credits, only those leaves earned at the time of resignation shall be converted to its cash equivalent and shall form part of the employee's terminal pay.

Example: The resignation date is October 31. Advance SL credits for the month of November & December (1.25 days x 2 months= 2.5 days) shall not be part of employee's terminal pay.



	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Department/Section HUMAN RESOURCES	Revision Date February 25, 2013	Effectivity Date January 1, 2011
Page No. 4 of 4	Process Name SICK LEAVE	Initiated By HR - M.G. Monis	Recommended and Endorsed By E. A. Rapadas
		Approved By  MANCOM	

6. Deduction of Advanced SL Credits from Terminal Pay

In the event that a resigning employee has used advanced SL credits (that remained unearned until resignation date), the cash equivalent of such advanced SL credits shall be deducted from the terminal pay due to the employee. Basis of cash equivalent shall be the employee's current salary rate.

7. Payroll Cut-off Dates; Deadline of SL approvals

HR shall send email reminder to all employees for the approval of all payroll-related transactions two (2) days prior to the set cut-off period. SL applications shall be filed in HRIS upon return to work and shall have approval on or before the cut-off date. Otherwise, such absence from work shall be deducted from the employee's pay. If the approval of the applied SL is after the cut-off period, a pay adjustment for the covered day(s) shall be made on the nearest applicable payroll date.

- Exception to any of the above provisions shall require the specific approval of the Division Head (for exceptions concerning Managers and below), the President & CEO (for Division Heads) or any non-executive Director (for exceptions concerning the President & CEO).

IV. Effectivity

This policy shall take effect on the date specified above and shall remain in full force and effect until amended or superseded in writing with the approval of authorized signatories.

V. Annex

Annex A- Application for Leave Form



Annex

SICK LEAVE POLICY

ANNEX A



OCLP HOLDINGS, INC.

APPLICATION FOR LEAVE

NAME:		DATE FILED:		
DEPARTMENT:		POSITION:		EMPLOYEE NO.:
<input type="checkbox"/> Vacation Leave <input type="checkbox"/> Others <input type="checkbox"/> Sick Leave <input type="checkbox"/> Emergency Leave <input type="checkbox"/> Paternity Leave <input type="checkbox"/> Maternity		From : To : No. of days :		LEAVE CREDIT BALANCES (FOR HR USE)
				VL SL OTHERS Previous Balance This Leave/s Balance
REASON				
REMARKS (FOR DEPARTMENT HEAD'S OR HR HEAD'S USE, AS APPLICABLE)				
REQUESTED BY: EMPLOYEE'S SIGNATURE	(FOR SICK LEAVE, AS APPLICABLE) COMPANY PHYSICIAN	ENDORSED / APPROVED BY: *	NOTED BY: HR HEAD	

Note: Leaves of Supervisors and Officers need approval of their Division Head.

Distribution : 1 copy-HR, 1 copy-Employee

MEDICAL ALLOWANCE POLICY

	Division	Version No 2	Policy No
	CORPORATE RESOURCES DIVISION	Revision Date February 25, 2013	Effectivity Date January 01, 2011
	Department / Section HUMAN RESOURCES	Initiated By HR - M.G. Monis	Recommended and Endorsed By E.A. Capapas
Page No.1 of 5	Policy MEDICAL ALLOWANCE	Approved By MANCOM	<i>Monica B.</i> <i>R.</i> <i>sonyfreelancer</i>

I. Purpose

To provide clear policies and guidelines on the availment of the Medical Allowance benefit.

II. Scope

These policies, procedures and guidelines shall be applicable to all employees of OCLP Holdings, Inc. (OHI).

III. General Policies

1. Each employee shall be entitled to an annual Medical Allowance benefit not exceeding Ten Thousand Pesos (P10,000.00). The amount of benefit may be increased with prior approval from Management.
2. The Medical Allowance benefit is cumulative. Unused amount by the end of the calendar year shall be carried over on the following year and up until the third year only, hence any unused amount shall be forfeited.
3. Employees hired within the calendar year shall be entitled to a pro-rated medical allowance.

Should the hiring date of an employee fall beyond the first calendar day of the month, the following crediting computation shall be applied:

Hiring Date	Equivalent Medical Allowance Credit
1 to 15	1 month
16 to 31	0.5 month

Formula: Medical Allowance / 12 months x no. of applicable months

Example: Medical Allowance P10,000.00

Hiring Date February 10, 2012 = 11 months

Computation: P10,000 / 12 x 11 = P9,166.66

4. In case of separation from OHI, unused Medical Allowance Benefit will be forfeited and shall not be part of the final pay computation.
5. The Medical Allowance shall be used to reimburse the employee for health, medical items and services not covered by the OHI's regular Medical Program. Such items and services must have been for the employee or his/her dependents or immediate family members only.
6. The Medical Allowance may be used for the following items and services:
 - outpatient medicines
 - vitamins, minerals and health supplements
 - vaccines and immunization
 - prescription eyeglasses / contact lenses
 - dermatological consultations and services
 - physical therapy sessions



 CORPORATE RESOURCES DIVISION HUMAN RESOURCES	Division	Version No 2	Policy No
	Revision Date February 25, 2013	Effectivity Date January 01, 2011	
	Initiated By <i>A. M. G. Monis</i> HR - M.G. Monis	Recommended and Endorsed By <i>E.A. Rapadas</i> E.A. Rapadas	
Page No.2 of 5	Policy MEDICAL ALLOWANCE	Approved By <i>S. M. M. M.</i> MANCOM	<i>raeyleen</i>

- other medical/dental treatment and services that are not covered in the Medical Insurance Program
7. Official receipt or invoice should be in the name of OHI. Tape receipts which serve as official receipts are also acceptable. Tampered receipts shall not be accepted.
8. Only receipts on the applicable year will be valid.

IV. Availment Procedures

1. The employee who wants to avail of the Medical Allowance shall:
 - a. accomplish the Medical Expenses Reimbursement Form (MERF, Annex A) and attach thereto the original official receipts for the items covered;
 - b. accomplish the Petty Cash Voucher (for reimbursements not exceeding P5,000) or the Payment Request Form (for reimbursements above P5,000);
 - c. have the MERF and PCV / PRF signed by authorized signatories in accordance with standard procedures;
 - d. submit to the Company Nurse the above documents.
2. The Company Nurse shall:
 - a. review the MERF, PCV or PRF, and the supporting receipts and ensure that the expenses are valid and allowable. Should there be items that need to be excluded (e.g., toiletries included in a drugstore receipt, etc.), the same shall be excluded by the Company Nurse in the computation of claims;
 - b. indicate on the MERF the total allowable reimbursement, the previous medical allowance balance, and the new balance after this availment;
 - c. submit the MERF, PCV/PRF and all supporting documents to the HR Head for notation;
 - d. submit the reimbursement claims documents to Accounting (if PRF) or Treasury (if PCV) for payment processing;
 - e. inform the employee once the reimbursement money is available for claiming.

V. Processing Schedule

Medical Reimbursement	Release Schedule
Medical Reimbursements not exceeding P5,000 submitted to HR before 12 noon	Reimbursements shall be released in the afternoon of the same day
Medical Allowance Reimbursement not exceeding P5,000 submitted to HR after 12 noon	Reimbursements shall be released in the morning of the next working day
Medical Reimbursement above P5,000	Employee's Check shall be released 3 days after submission of the medical reimbursement form to HR.

*Please take note that only duly accomplished and approved medical reimbursement forms shall be processed according to the provided schedule.



 ORTIGAS GROUP	Division	Version No	Policy No
	CORPORATE RESOURCES DIVISION	2	
	Department / Section	Revision Date	Effectivity Date
	HUMAN RESOURCES	February 25, 2013	January 01, 2011
Page No.3 of 5	Policy	Initiated By <i>M. G. Monis</i> HR - M.G. Monis	Recommended and Endorsed By <i>E.A. Rapadas</i> E.A. Rapadas
	MEDICAL ALLOWANCE	Approved By <i>J. M. Alvarado</i> J. M. Alvarado	MANCOM <i>J. M. Alvarado</i> J. M. Alvarado

VI. Effectivity

This policy shall take effect on the date specified above and shall remain in full force and effect until amended or superseded in writing with the approval of authorized signatories.

VII. List of Annexes

Annex A - Medical Expenses Reimbursement Form

Annex B – Procedure Flowchart

Annexes

MEDICAL ALLOWANCE POLICY

ANNEX A



OCLP HOLDINGS, INC.

Medical Expenses Reimbursement Form

Date: _____

EMPLOYEE'S NAME	Date of Consultation / Purchase	Type of Consultation / Service	Doctor / Dentist / Clinic Name	Medicines / Vitamins (Name)	Others (pls. specify)	Total Amount
For Company Nurse / HR Use: TOTAL AMOUNT OF ALLOWABLE REIMBURSEMENT: PREVIOUS MEDICAL ALLOWANCE BALANCE: NEW BALANCE AFTER THIS AVAILMENT:						

Submitted by:

Checked by:

Noted by:

Employee's Signature

Company Nurse

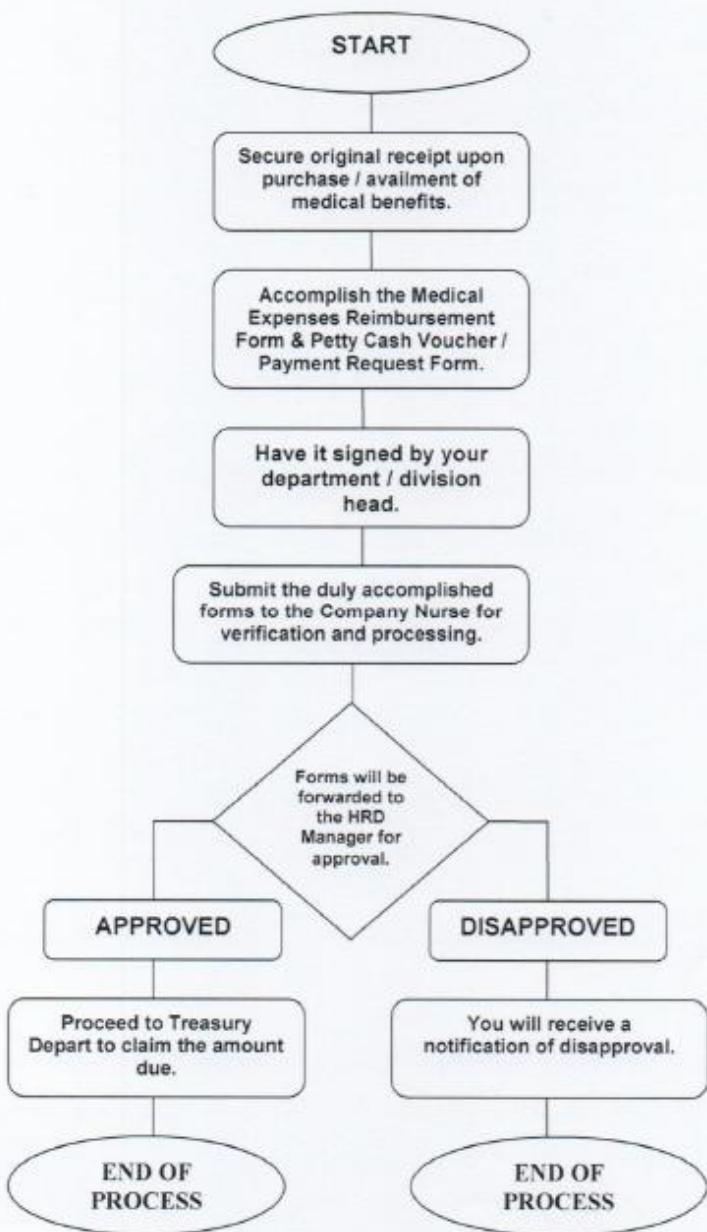
Dept / Div Head



OCLP Holdings, Inc.
An Ortigas Company

ANNEX B

PROCEDURE FLOWCHART IN AVAILMENT OF MEDICAL ALLOWANCE BENEFITS



MEAL ALLOWANCE POLICY

	Division CORPORATE RESOURCES DIVISION	Version No 3	Policy No
	Department/Section HUMAN RESOURCES	Revision Date February 25, 2013	Effectivity Date January 1, 2011
	Initiated By HR - M.G. Monis	Recommended and Endorsed By E.A. Rapadas	<i>[Signature]</i>
Page No. 1 of 3	Process Name MEAL ALLOWANCE	Approved By <i>[Signature]</i>	MANCOM <i>[Signature]</i>

Purpose

To provide clear policies, procedures and guidelines on the availment of Meal Allowance for Supervisors, Officers and Managers.

I. Scope

These policies, procedures and guidelines shall be applicable to all Supervisors, Officers, and Managers of OCLP Holdings, Inc. (OHI)

II. Policies

1. Meal Allowance is given to Supervisors, Officers & Managers who have rendered at least (3) hours of authorized work in excess of eight (8) hours on a regular day and/ or worked for at least four (4) hours on rest days and holidays. The overtime / holiday / rest day work premium given to rank & file employees do not apply to supervisors, officers, managers and senior managers.
2. Table of Meal Allowance

Managers / Officers and Supervisors who have rendered the following number of qualified hours are entitled to corresponding Meal Allowance:

For Officers & Supervisors:

WORK RENDERED	NUMBER OF HOURS	MEAL ALLOWANCE
On Regular Days in excess of eight (8) hours	Minimum of three (3) hours Every three (3) hours thereafter	Php400.00 Php400.00
On Rest day or Holiday	Minimum of four (4) hours Every four (4) hours thereafter	Php600.00 Php600.00

For Managers:

WORK RENDERED	NUMBER OF HOURS	MEAL ALLOWANCE
On Regular Days in excess of eight (8) hours	Minimum of three (3) hours Every three (3) hours thereafter	Php600.00 Php600.00
On Rest day or Holiday	Minimum of four (4) hours Every four (4) hours thereafter	Php1,000.00 Php1,000.00



	Division CORPORATE RESOURCES DIVISION	Version No 3	Policy No
	Department/Section HUMAN RESOURCES	Revision Date February 25, 2013	Effectivity Date January 1, 2011
	Initiated By HR - M. G. Monis	Recommended and Endorsed By E. A. Rapadas	<i>GG 1/1/13</i>
Page No. 2 of 3	Process Name MEAL ALLOWANCE	Approved By <i>SJ</i> MANCOM	<i>TravelFunds</i>

Accordingly, no meal allowance can be claimed if the number of qualified hours rendered is below three (3) hours on regular days or four (4) hours on rest days / holidays.

3. Requirements for Availment

A Supervisor / Officer / Manager who has rendered the required number of hours for Meal Allowance entitlement shall accomplish the following:

3.1 Meal Reimbursement Form (MRF, see Annex A) indicating therein the date of work, type of day, hours worked, allowable meals, and meal receipts amounts.

See illustration below:

DATE OF WORK	TYPE OF DAY	NO. OF HOURS WORKED	NO. OF ALLOWABLE MEALS	MEAL RECEIPTS
May 1, 2012	Legal Holiday	Five (5)	One (1)	647.38
May 7, 2012	Regular Day	Three (3)	One (1)	289.50
May 12, 2012	Rest Day	Nine (9)	Two (2)	1,375.00
TOTAL:			Four (4)	2,311.88
Allowable Reimbursement:				2,200.00
Excess of Meal Receipts over Allowable Reimbursement:				111.88

3.2 Attach to the MRF a copy of the Time Sheet generated in HRIS.

3.3 All employees covered by the meal allowance shall submit valid meal receipts to support the meal reimbursement claims. The total amount of all receipts submitted should be equal to or higher than the total amount claimed in the MRF, otherwise, only the supported amount shall be paid and the unsupported amount shall be forfeited.

(Note: The dates of meal receipts need not be the actual days of overtime / holiday or rest day work but shall not be earlier than 3 months from such date of work.)

3.4 Fill-out Petty Cash Voucher indicating therein the amount of allowable Meal Reimbursement.

3.5 Endorse MRF (together with the time sheet and receipts) to his immediate superior (Department or Division Head as applicable) for approval.

3.6 The PCV shall be submitted by the employee to the approving signatories in accordance with the Internal Approving Procedures on petty cash disbursements.



	Division CORPORATE RESOURCES DIVISION	Version No 3	Policy No
	Revision Date February 25, 2013	Effectivity Date January 1, 2011	
Department/Section HUMAN RESOURCES	Initiated By HR - M.G. Monis	Recommended and Endorsed By E. A. Rapadas	
Page No. 3 of 3	Process Name MEAL ALLOWANCE	Approved By MANCOM	<i>Mancom 30 March '13</i> <i>raquelwicards</i>

- 4. The approved PCV and MRF, together with the supporting documents shall be submitted to Treasury for OB-based employees and to Finance & Admin. for GSC-based employees not later than the 30 calendar days from date of overtime.
- 5. Any claim for Meal Allowance Reimbursement submitted later than 30 calendar days from date of overtime / rest day / holiday work shall be forfeited.
- 6. Exception to any of the above provisions shall require the approval of the concerned Division Head, Treasurer & CFO and the Company President.

III. Effectivity

This policy shall take effect on the date specified above and shall remain in full force and effect until amended or superseded in writing with the approval of authorized signatories.

IV. Annex

Annex A- Meal Reimbursement Form

Annex

MEAL ALLOWANCE POLICY



MEAL REIMBURSEMENT FORM

DATE OF WORK	TYPE OF DAY	NO. OF HOURS WORKED	NO. OF ALLOWABLE MEALS	MEAL RECEIPTS	APPROVED AMOUNT <small>(to be filled by HR)</small>
TOTAL					
ALLOWABLE REIMBURSEMENT					
EXCESS OF MEAL RECEIPTS OVER ALLOWABLE REIMBURSEMENT					

Prepared By:

Approved By:

Checked By:

Employee_____
Department/Division Head_____
HR

UNIFORM AND CLOTHING ALLOWANCE POLICY

	Division	CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Department/Section		Revision Date February 25, 2013	Effectivity Date January 1, 2011
	HUMAN RESOURCES		Initiated By HR - M.G. Monis	Recommended and Endorsed By E. A. Rapadas
Page No. 1 of 4	Process Name UNIFORM & CLOTHING ALLOWANCE POLICY and DRESS CODE		Approved By MANCOM	<i>2013</i> <i>MANCOM</i> <i>raulphando</i>

I. Rationale

The company believes it is important that employees project a professional image at all times. This policy is issued to preserve and promote the company's positive image and at the same time allow for flexibility to maintain good morale. As a general rule, employees especially line managers and those in close contact with clients shall wear appropriate business attire regularly.

II. Purpose

To provide clear policies, procedures and guidelines on the availment of the uniform benefit, clothing allowance and adherence to the Dress Code.

III. Scope

These policies, procedures and guidelines shall be applicable to all regular employees of OCLP Holdings, Inc.

IV. Policies

1. The company shall provide four (4) sets of uniforms to all regular Rank & File employees. The amount of the uniform budget shall be based on the annual budget approved by the MANCOM.
2. The prescribed uniform may vary based on business environment and requirements. Employees from the Shopping Center Division may have different sets of uniforms, with the objective of creating a more relaxed atmosphere supportive of the business environment.
3. As a general policy, all regular supervisors & officers (OHI-wide) shall receive clothing allowances equivalent to the approved uniform budget per person.
4. All regular Managers shall receive a fixed clothing allowance to be given at the start of each year.
5. For employees with uniform allowance, it is recommended that they purchase their office clothes/ attires from Greenhills Shopping Center or Tiendesitas tenants.
6. Employees shall strictly observe wearing of prescribed uniforms from Mondays thru Thursdays, including agreed complementary garments and footwear (please see Annex A). Employees who fail to use the prescribed uniforms and / or complementary garments or footwear without any justifiable reason shall be subjected to disciplinary action.
7. Friday is considered wash day or "dress down day". This concept in dressing is casual yet smart and businesslike, relaxed but not care free or slovenly, trendy yet projects a professional image.

	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Revision Date February 25, 2013	Effectivity Date January 1, 2011	
	Department/Section HUMAN RESOURCES	Initiated By A. M. G. Morris	Recommended and Endorsed By E. A. Rapadas
Page No. 2 of 4	Process Name UNIFORM & CLOTHING ALLOWANCE POLICY and DRESS CODE	Approved By MANCOM	<i>[Handwritten signatures]</i>

Please be guided by the Dress Code Table (please see Annex B) as to the allowable and non-allowable attires.

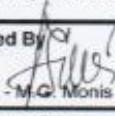
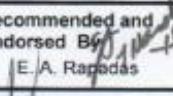
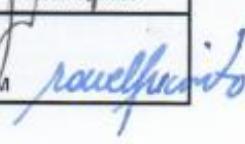
8. An employee may be exempted from wearing the prescribed uniform but is expected to wear other appropriate clothing under the following circumstances:
 - a. Pregnant women
 - b. Employees on official business or fieldwork that would require manual work and would expose the employee to harsh elements (e.g. ocular inspection, installation & doing inventory work)
 - c. Employees working on night shift
- 8.2 Pregnant employees shall be provided with a clothing allowance equivalent to the approved uniform budget to subsidize purchase of decent and appropriate maternity clothing.
9. The replacement of uniform is scheduled every 1st week of June of each year for CRD & RED and every November of each year for SCD. Uniforms or allowances may still be given beyond this schedule depending on the following provisions, otherwise, affected employees would have to wait for the next schedule of replacement
 - 9.1 Pregnant employees shall be given clothing allowance equivalent to the approved budget, provided she is able to inform HR of her condition prior to actual sewing of the uniforms where it is still possible to cancel actual order with the provider. Otherwise, no allowance shall be given.
 - 9.2 An employee who has submitted a letter of resignation during the time of the replacement of uniforms shall no longer be taken measurements for the uniforms. In the event when the employee has resigned at the time of the release of new uniforms, his/ her uniforms shall no longer be issued.
10. Department Heads are responsible for their respective staff's adherence to the Uniform Policy and Dress Code. HR is responsible for the overall implementation and monitoring of this policy.
11. In cases when there are circumstances that would seriously compromise the convenience of wearing uniform, such as heavy rains, flood, or any natural calamities, wearing of uniform may be waived during the affected day(s). However, this may be applicable on a case to case basis.
 - 11.1 For circumstances or occasions that would deem wearing of uniform inappropriate, such as special corporate gathering or company celebrations, employees shall wear clothes/attires, as advised.

 ORTIGAS	Division	Version No	Policy No
	CORPORATE RESOURCES DIVISION	2	
	Department/Section	Revision Date February 25, 2013	Effectivity Date January 1, 2011
	HUMAN RESOURCES	Initiated By <i>[Signature]</i> HR - M.G. Monis	Recommended and Endorsed By <i>[Signature]</i> E. A. Repadas
Page No. 3 of 4	Process Name UNIFORM & CLOTHING ALLOWANCE POLICY and DRESS CODE	Approved By <i>[Signature]</i> MANCOM	<i>[Signature]</i>

- 11.2 In attending an official business or external seminars or trainings, the employee may opt not to wear the company uniform. However, he /she would still be required and expected to wear appropriate business attire to properly represent the company.
12. Division / Department Heads may declare "dress down day(s)" for special activities (e.g. teambuilding, site visits, etc.) The declaration may apply to the entire group or to a specific number of people only. The Department / Division Head shall notify HR before the declared date.
13. This policy shall take effect on the date specified above and shall remain in force until amended or superseded in writing with the approval of authorized signatories

V. Procedures

- Human Resources Department shall form a committee in charge of selecting the design and the supplier of the uniform.
- Committee Members shall vote for the uniform supplier based on the approved budget and quality of the uniform.
- The chosen supplier shall present the different uniform design samples to the Uniform Committee.
- Employees will choose four sets of uniforms from the short-listed samples. Specify the particular days each set would be worn.
- Upon issuance of uniforms, all employees are given fifteen (15) days to request for necessary repairs. Each set of uniform can only be repaired twice within the fifteen-day period.
- In case of loss or damage to the uniform, HR may require the employee to provide replacement at his own expense.
- Any exception to the uniform policies, procedures and guidelines shall be subject to the approval of the Senior Vice President & Treasurer & CFO.

	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Department/Section HUMAN RESOURCES	Revision Date February 25, 2013	Effectivity Date January 1, 2011
Page No. 4 of 4	Process Name UNIFORM & CLOTHING ALLOWANCE POLICY and DRESS CODE	Initiated By  HR - M.G. Monis	Recommended and Endorsed By  E. A. Rapadas
		Approved By  MANCOM	 rachelle

VI. Effectivity

This policy shall take effect on the date specified above and shall remain in full force and effect until amended or superseded in writing with the approval of authorized signatories.

VII. List of Annexes

Annex A- Dress Code every Mondays to Thursdays
 Annex B- Dress Code every Fridays

Annexes

UNIFORM AND CLOTHING ALLOWANCE POLICY



DRESS CODE (MONDAYS TO THURSDAYS)

A. FEMALE EMPLOYEES

ALLOWABLE	NOT ALLOWABLE
Skirts 1 and $\frac{1}{2}$ inches below or above the knee	Under or over the prescribed length of skirt
Other blouses or innerwear <i>may</i> be worn in lieu of the uniform blouse provided they are suitable and appropriate.	Printed shirts (cartoon characters, big letter prints, loud colors) in lieu of prescribed uniform blouse.
Blouses, slacks, blazers, suits	Following footwear: Flat thong-type, strappy, or slip-on sandals Clogs 'Slipper-like' sandals Rubber shoes/snickers
Closed shoes; shoes or sandals that covers the toes, open heels (mules); strappy and slip-on sandals with heels.	

B. MALE EMPLOYEES

ALLOWABLE	NOT ALLOWABLE
Undergarment: plain white t-shirts without collar	Undergarment: shirts with large prints/designs
Polo Barong, long sleeves (w/ tie), slacks	Following footwear: Thong type sandals slippers Beach and rubber sandals Flat leather slip-ons (worn with or without socks)
Plain-laced leather shoes; loafers	

Note: Allowable garments listed above shall be worn in complement to the prescribed uniform; employees who have been issued with uniforms shall strictly wear them from Monday – Thursday





DRESS CODE (FRIDAYS)

A. FEMALE EMPLOYEES

	ALLOWABLE	NOT ALLOWABLE
T O P	Blouses (short, ¾ and long sleeved) Recommended to be worn under blazer/jacket: Haltered, tight-fitting, spaghetti-strapped and sleeveless blouse/dress	Shirts or blouses with obscene, vulgar, or malicious prints/designs Shirts being used as an undergarment (e.g. white Jockey/Hanes shirt, etc).
B O T T O M	Denim tops and jackets T-shirts with or without collar Smart-casual / corporate attire	Evening or party outfits Tank tops and revealing outfits Revealing outfits
F W O E O A T R	Denim (Maong) / Corduroy Pants Long/Medium length skirts Slacks Capri pants / Cargo pants	Micro-mini skirts Leggings, pedal pushers, walking shorts, shorts Sweat pants / Jogging pants Worn-out, patched, dressed-up jeans
	Strappy sandals (at least 1 inch heels) Mules (at least 1 inch heels) Slip-ons (at least 1 inch heels) Rubber shoes / sneakers Clogs	Slippers Thong-type sandals Flat sandals 'Slipper-like' sandals

B. MALE EMPLOYEES

	ALLOWABLE	NOT ALLOWABLE
T O P	T-shirts with or without collar Smart-casual / corporate attire	Shirts with obscene, vulgar, or malicious prints/designs Shirts being used as an undergarment (e.g. white Jockey/Hanes shirt, etc). Tight fitting / muscle shirt worn without jacket/blazer
B O T T O M	Denim (Maong) Pants Slacks Cargo pants	Military fatigue pants Walking shorts Hip-hop (overly loose) pants Sweat pants/ Jogging pants Worn-out, patched, dressed-up jeans
F W O E O A T R	Plain-laced leather shoes Loafers Topsiders Rubber shoes / sneakers	Thong type sandals slippers Beach and rubber sandals Flat leather slip-ons (worn with or without socks)



OMNIBUS LOAN POLICY

	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Revision Date February 25, 2013	Effectivity Date January 1, 2011	
Department/Section HUMAN RESOURCES	Initiated By HR - M.G. Monis	Recommended and Endorsed By E. A. Rapadas	
Page No. 1 of 3	Process Name OMNIBUS LOAN	Approved By MANCOM	<i>[Handwritten signatures]</i>

I. Purpose

To provide clear policies and guidelines on the availment of Omnibus Loan benefit.

II. Scope

These policies, guidelines and procedures are applicable to all regular employees of OCLP Holdings, Inc., with the exception of those in the Executive level.

III. Policies

1. The Omnibus Loan (OL) may be availed of for emergency needs of employees or their immediate family members*, or for home improvement, school expenses, or for the acquisition of property, appliances, gadgets, or effects that would help improve one's life, and /or for the pursuit of worthwhile endeavors (family vacation, travel, etc.)

* For purposes of this policy, immediate family members shall mean spouses, children parents and siblings.

2. Omnibus Loan is an **interest-free** loan benefit of OHI, payable in one (1) year. Payment for OL amortizations shall be done through semi-monthly salary deduction.
3. **Maximum Loanable Amount.** The maximum loanable amount per employee shall be as follows:

LEVEL	MAXIMUM LOANABLE AMOUNT (Actual loanable amount to be determined using NPBL, see item 5)
Rank & File	Php 20,000.00
Supervisor & Officer	Php 35,000.00
Manager	Php 50,000.00

4. The employees are only allowed a maximum of two (2) OL applications per year.
5. **Net Pay Base Limit (NPBL).** To ensure employee's capacity to pay the loan without critically affecting his take-home pay, an NPBL of at least 40% of gross basic salary shall be maintained, i.e., the net take home pay of the employee after all deductions (including the projected OL amortization) shall not be lower than 40% of his gross basic pay for the month.

The following formula shall be used in computing employee's projected net take-home pay after OL, which shall be compared to the 40% NPBL in determining the final loanable amount.



	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Revision Date February 25, 2013	Effectivity Date January 1, 2011	-13
Department/Section HUMAN RESOURCES	Initiated By HR - M.G. Monis	Recommended and Endorsed By E.A. Rapadas	
Page No. 2 of 3	Process Name OMNIBUS LOAN	Approved By MANCOM	<i>MANCOM</i> <i>raquelhicks</i>

Two-Step Formula:

Step 1

Gross Take Home Pay

Less:

- a. All Current Deductions
(2 most recent paydays)
- b. Omnibus Payment

Inclusion:

- Basic Pay, overtime / holiday / rest day work pay, OT meal allowances, etc.
- Tax, SSS / PHIC/ HDMF contributions; SSS / HMDF loan, car loan (if any)

Equals to: Net Pay

Step 2:

Net Pay

----- Should be > 40%

Gross Basic Pay

6. **Actual Loanable Amount.** In case the availment of the Maximum loanable amount would result in a Net Pay lower than the 40% NPBL, HR shall reduce the actual loanable amount accordingly in order to meet the NPBL. In such cases, HR shall inform the employee accordingly via email. Upon conformity of the employee to the final amount, HR shall indicate the changes in the Omnibus Loan application of the employee. All changes therein shall be duly-initiated by the HR Head.

IV. Application for Loan Procedures

1. The employee who wishes to avail of the OL shall submit a duly-accomplished Omnibus Loan Application form (Annex A) to HR. The said form, which also contains an Authorization to Deduct OL payments, must be noted and approved by the employee's Department Head and Division Head.
2. HR checks the eligibility for loan of the employee and computes for the NPBL.
3. HR prepares the Payment Request Form (PRF) and endorses the same along with the OL application form to the signatories for approval.
4. Approved OL & PRF are forwarded to Accounting for processing.
5. As soon as the check becomes available, Treasury shall inform HR, who in turn shall notify the employee concerned.



	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Revision Date February 25, 2013	Effectivity Date January 1, 2011	
Department/Section HUMAN RESOURCES	Initiated By HR - M.G. Monis	Recommended and Endorsed By E. A. Rapadas	
Page No. 3 of 3	Process Name OMNIBUS LOAN	Approved By MANCOM	<i>[Handwritten signatures]</i>

6. Treasury shall indicate check release date on the OL form and provide HR a photocopy of signed check voucher.
7. HR shall forward a copy of the approved OL application to the Payroll Master, which copy shall serve as notification to deduct the loan payments based on the effectivity date stated in the document. The first OL amortization / salary deduction shall be made not later than 30 calendar days from the date of OL release.
8. An employee shall be eligible to apply for another Omnibus Loan only after he has paid at least 70% of his OL amortizations. In instances when the existing OL has not yet been fully settled at the time of the new OL application, the remaining balance (which shall not exceed 30% of the loan) shall be automatically taken / withheld from the proceeds of the new Omnibus Loan.
9. In the event of the employee's separation from the company, all outstanding OL amortizations shall be deducted from his last salary and whatever benefits are due him from the company. In case the separation is not enough to settle all outstanding loans / accountability to the company, the employee shall be required to fully pay the remaining amount.
10. Any exception to the NPBL and/or any of the aforementioned policies, procedures and guidelines shall be subject to the approval of the Treasurer & CFO.

V. Effectivity

This policy shall take effect on the date specified above and shall remain in full force and effect until amended or superseded in writing with the approval of authorized signatories.

VI. Annex

Annex A- Omnibus Loan Form

Annex

OMNIBUS LOAN POLICY



OCLP Holdings, Inc.
An Ortigas Company

OMNIBUS LOAN APPLICATION

EMPLOYEE'S NAME:		DATE
EMP. NO.:	POSITION:	DEPT./ DIV:
LOAN AMOUNT:	TERMS:	START OF AMORTIZATION:

I would like to apply for a loan equivalent to _____
(P _____). The said loan will be used for the following purpose(s):

AUTHORITY TO DEDUCT

This is to acknowledge my availment of an **Omnibus Loan** from OCLP HOLDINGS, INC. in the amount of

(P _____) at zero interest, payable in equal semi-monthly installments equivalent to _____ (P _____) per payday.

In payment for the above, I hereby authorize OHI to deduct the amount of semi-monthly installments from my salary effective _____ payday until _____, or until the full amount has been paid, whichever comes first.

In the event of my separation from the company, I agree that the remaining balance shall be deductible from my last salary and whatever applicable benefits due me from the company.

Employee's Signature

Department /Division Head

(FOR HR USE)

CERTIFICATION OF LOAN ELIGIBILITY

This is to confirm that the Employee has met the requirements for Omnibus Loan availment.

- No outstanding OL amortization as of _____
 - _____ % of OL paid as of _____
 - Net Pay Base Limit requirement complied with _____

Checked by:

Reviewed and endorsed by:	Approved by:	Check released on: by:
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OCLP Holdings, Inc.
An Ortigas Company

DISCOUNT POLICY

 <p>ORTIGAS</p>	Division CORPORATE RESOURCES DIVISION	Version No 1	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name DISCOUNT POLICY	Initiated by: 	Approved by:  MAMCOM
	Page No. 1 of 3	Part of the Manual POLICIES	

I. Purpose:

OCLP Holdings, Inc. (OHI) values the primacy of its employee force and seeks to ensure quality of life of all its employees. This policy is issued to help members of the Board of Directors and qualified employees purchase company developed properties at a discounted and more affordable rates.

II. Scope:

All members of the Board of Directors and qualified employees belonging to Levels XII to VIII of the company.

III. GENERAL GUIDELINES

1. The company grants a discount to help members of the Board of Directors and qualified employees purchase company developed properties at more affordable rates.
2. Availment of the discount shall be documented in a Request for Discount Form (RDF) duly received by the HR Manager, endorsed by the Division Head concerned and approved by the Mancom.
3. Mancom shall review and approve all applications for discount. Maximum limit of availment per year shall be designated by Mancom via a limited period.

The following qualifications shall be considered as basis for approval of the application.

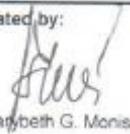
3.1 Member of the Board of Directors

For Employees:

- 3.2 Employees belonging to Levels XII to VIII
- 3.3 Tenure - At least five (5) years of continuous service with the company
- 3.4 Performance - consistent above average to outstanding work performance for the last 3 years prior to year of application
- 3.5 Recommendation & endorsement of Division Head

Mancom may also extend the benefit to employees belonging to Levels XII to VIII with less than 5 years of continuous service with the company if, during the limited period, the maximum number of applications or availment are not met.



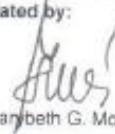
 <p>ORTIGAS</p>	Division CORPORATE RESOURCES DIVISION	Version No 1	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name DISCOUNT POLICY	Initiated by: 	Approved by:  S. MANCOM
	Page No. 2 of 3	Part of the Manual POLICIES	

4. The discount may be used to acquire a house & lot, condominium unit or townhouse developed and owned by the company and its affiliates. The employee may be allowed to lease the property acquired but not sell the same within a period of 5 years from the availment of the benefits under this policy, otherwise the rule on discount recovery shall apply.
5. The employee discount shall be twenty five percent (25%) of the current list price of the property.
6. For spouses both employed with the Company, the above benefit can be availed of by only one (1) employee, unless before their marriage, each had already availed of this benefit.
7. An employee may again avail of the discount benefit after completing 6 years of service with the company from the time the 1st discount request is approved, subject to company policies existing at the time of application.
8. Discount Recovery - In the event that an employee resigns/retires or whose employment is terminated or is separated from the company for any reason within 5 years from the time the discount is given, the company shall recover the discount as follows:

Period	% of Discount to be recovered
1 year	100%
2 years	80%
3 years	60%
4 years	40%
5 years	20%

The company shall deduct whatever amount is due from the employee's final pay, if any, and apply the same as payment of the outstanding obligation. The clearance of the separated employee shall be withheld until full settlement of the amount to be recovered at the time of separation.

9. Any exemption from the above guidelines shall be with the written approval of Mancom.
10. Any violation of the above provisions shall result in the immediate cancellation of the Discount benefit.

 ORTIGAS HOLDINGS, INC. AN ORTIGAS COMPANY	Division CORPORATE RESOURCES DIVISION	Version No. 1	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name DISCOUNT POLICY	Initiated by: 	Approved by:  MAMCOM
	Page No. 3 of 3	Part of the Manual POLICIES	

11. Management reserves the right to suspend implementation of this policy/benefit because of prevailing economic & market conditions.

IV. PROCEDURES

1. Employee submits a duly accomplished Request for Discount Form (RDF) to his Immediate Superior/Division Head. The same shall be recommended & endorsed by his or her Division Head for approval.
2. Approved RDF shall be submitted to HR for review and endorsement to Mancom for final approval.
3. Once approved, the RDF form shall be submitted to the Sales and Leasing Department for processing.
4. Sales and Leasing effects corresponding discount in the property sale.

V. EFFECTIVITY

This policy shall take effect on the date specified above and shall remain in full force and effect until amended or superseded in writing with the approval of the authorized signatories.

VI. ANNEX

Annex 1 - Request for Discount Form (RDF)

Annex

DISCOUNT POLICY

ANNEX I



REQUEST FOR DISCOUNT FORM

Date Filed: _____

EMPLOYEE DETAILS

Employee Name: _____ Date Hired: _____
 Position: _____ Rank: _____ Department: _____

DISCOUNT APPLICATION

Acquisition of property developed and owned by OCLP:

- House & lot
- Condominium unit
- Town house
- Others: _____

AMOUNT OF DISCOUNT

APPROVALS

Recommended & Endorsed By:

Reviewed By:

Approved By:

Immediate Superior

Division Head

HR Manager

Management Committee

DISCOUNT RECOVERY

In the event that an employee resigns/retires or whose employment is terminated or is separated from the company for any reason within 5 years from the time the discount was given, the company shall recover the discount as follows:

Period	% of discount to be Recovered
1 year	100
2 years	80
3 years	60
4 years	40
5 years	20

The company shall deduct whatever amount is due from the employee's final pay, if any, and apply the same as payment of the outstanding obligation.

Clearance of separated employee shall be withheld until full settlement of the amount to be recovered at the time of separation.

Any exemption from the guidelines set in the Employee Discount Policy shall be with the written approval of Mancom.

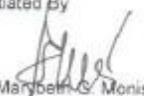
Any violation of the provisions set in the Employee Discount Policy shall result to the immediate cancellation of the Discount benefit.

Agreed By:

I fully understand conditions stated in the Employee Discount Policy.

Employee Name & Signature
Date:

BUSINESS TRAVEL POLICY – LOCAL AND INTERNATIONAL TRAVEL

	Division CORPORATE RESOURCES DIVISION	Version No. 2	Policy No.
	Department/Section HUMAN RESOURCES	Revision Date January 1, 2011	Effectivity Date January 1, 2011
Page No. 1 of 8	Process Name BUSINESS TRAVEL POLICY LOCAL & INTERNATIONAL TRAVEL	Initiated By 	Approved By  MANCOM

I. Purpose

To provide clear policies, guidelines and procedures on travel allowances and allowable travel expenses;

II. Scope

These policies, guidelines and procedures shall apply to all employees of OCLP Holdings, Inc. (OHI).

The Policy covers **official international and local travels** for official business reasons including conferences, conventions, observation tours, short-duration training, special projects or work assignments, etc., that would require payment of per diem allowances.

This Policy does not cover long-term work assignments, training or education with duration longer than one calendar month. This shall be covered in the Extended Overseas Travel Policy.

III. General Policies and Guidelines

1. The Company shall provide travel allowance to employees on authorized official travel within or outside the Philippines for and / or in behalf of OHI.

2. The amount of travel allowance and allowable expenses shall be based on the duration of the trip, travel destination or work assignment, and level of the employee.

3. Travel allowances and expenses are classified according to their purpose. An employee may be entitled to one or more types of allowances and expenses, as applicable.

3.1 Per Diem - A daily allowance intended to cover such expenses as meals, transportation to and from the place of accommodation to the venue of the business or work assignment, or from one venue to another, laundry and pressing services, tips to bellboys, waiters and drivers, and other personal miscellaneous needs or conveniences (Per Diem Table per Level and Destination, Annex A).

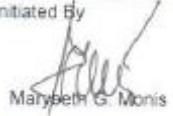
3.1.1 An employee on official travel shall be entitled to a fixed Per Diem regardless of the presence or absence of any or all of the above expense requirements (e.g., where the conference fee is inclusive of accommodation and food).

3.1.2 The amount of Per Diem shall be based on the number of calendar days of the official trip including the day of travel to and from the destination.

Exceptions:

- a. Where the employee opted to extend his stay at such venue or destination for personal reasons. In this instance, the employee shall not be entitled to Per Diem for the calendar day(s) of personal stay.



	Division CORPORATE RESOURCES DIVISION	Version No. 2	Policy No.
	Department/Section HUMAN RESOURCES	Revision Date January 1, 2011	Effectivity Date January 1, 2011
Page No. 2 of 8	Process Name BUSINESS TRAVEL POLICY LOCAL & INTERNATIONAL TRAVEL	Initiated By 	Approved By 

- b. Where there are no available flights close to the start or end of the official business day abroad and the employee will have to be booked for earlier or later flight arrangements, any related costs shall be covered by the company.
- c. Should the official business end later in the day or under inevitable circumstances beyond employee's control which may deem impossible for the employee to leave within the day, the employee may be scheduled to fly-out the following day. This shall be treated as official business and a corresponding Per Diem shall be given.

3.1.3 Per Diem shall be given only for official travel of at least 24 hours duration. Official travel that begins and ends on the same calendar day shall not be entitled to Per Diem. However, all actual expenses for such travel shall be borne or reimbursed by the Company (e.g. trainings, conferences, site visits, observation tours, off-site meetings, roadshows, and related activities).

For domestic travel to be covered by Per Diem, the destination or venue of the business or work assignment should be outside Metro Manila far enough that the employee would be required to spend overnight; or that going to and from the destination or venue of business from one's residence would not be possible (for official business of more than 1 day duration).

3.1.4 Any exception beyond the amount specified in Annex A shall be subject to the approval of the Division Head.

3.2 Accommodation Allowance - This cash advance shall cover the actual cost of room accommodation at the destination / venue of meeting or work assignment.

3.2.1 The type of hotel accommodation shall befit the position level of the employee. In general, the allowable room accommodations for the different levels are:

Level	Hotel Classification *	Type of Accommodation
Executives	4-stars (min.) to 5-stars (max.)	Single Occupancy
Managers	3-stars (min.) to 4-stars (max.)	Single Occupancy
All employees	3 stars	Twin-Sharing

* The minimum hotel classification shall apply according to employee level, however, should there be no available accommodation in the minimum hotel classification, maximum classification for that level shall apply.

3.2.2 In cases where the Company has booked or paid in advance the accommodation of the employee, the latter shall no longer be given a cash advance for this purpose.

3.2.3 Where there are joint travels, the employee may be booked following the hotel classification of the higher level employee, provided that the same is duly authorized and approved by the Division Head.



	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
Page No. 3 of 8	Process Name BUSINESS TRAVEL POLICY LOCAL & INTERNATIONAL TRAVEL	Initiated By  Marybeth G. Monis	Approved By  MANCOM

3.2.3 Any cash advance for accommodation expense shall be properly liquidated with valid support documents within seven (7) workdays from arrival from the official trip (see item 7.1).

3.3 Transportation Expenses Allowance to and from Destination / Venue of Business / Work Assignment shall cover:

3.3.1 Airfare and Travel Tax

Economy Class, unless otherwise not available on the time/date specified, in which case this may be upgraded to Business Class with prior approval of the Division Head.

Business Class for Executives traveling a minimum of four (4) hours, one way.

Where the flight has been booked and paid in advance by the Company, a cash advance for the purpose shall no longer be given to the employee.

3.3.2 Boat Fare – For domestic assignments requiring travel by sea.

First Class/Suite, for Executives and Managers; Cabin Class for other employees.

Where the trip has been booked and paid for in advance by the Company, a cash advance for the purpose shall no longer be given to the employee.

3.3.3 Bus Fare – For domestic assignments requiring travel by land.

A cash advance shall be given for this purpose, to be properly liquidated with valid support documents within seven (7) workdays from arrival from the official trip (see item 7.1).

Where the trip has been booked and paid in advance by the Company, a cash advance for the purpose shall no longer be given to the employee.

3.3.4 Gasoline Expense when using the employee's personal vehicle for official trips outside of Metro Manila.

A cash advance shall be given for this purpose, to be properly liquidated with valid support documents within seven (7) workdays from arrival from the official trip (see item 7.1).

	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Revision Date January 1, 2011	Effectivity Date January 1, 2011	
Department/Section HUMAN RESOURCES	Initiated By 	Approved By 	
Page No. 4 of 8	Process Name BUSINESS TRAVEL POLICY LOCAL & INTERNATIONAL TRAVEL	Marybeth G. Monis	MANCOM

3.4 Transfers, Terminal Fees

3.4.1 **Transfers – Domestic.** Allowance for transportation to and from the residence to the point of departure/arrival shall be as follows:

Route	Fixed Allowance Per Way
• Residence to Point of Departure (Manila)	P500.00
• Point of Arrival (Manila) to Residence	P500.00

The above fixed allowance shall be given regardless of the actual amount of expense, provided that no service vehicle is used to and from the residence of the employee (i.e. pick-up, drop-off to residence using the company vehicle). In cases where the company service vehicle is used, the employee shall surrender the full amount given for this purpose.

In consideration of the higher rate of chartered transportation (e.g. airport taxi), employees who live far from the point of departure or arrival may incur higher transportation cost going to or coming from the point of departure or arrival to the place of residence. Hence, employees whose transportation cost to or from the point of departure or arrival to the place of residence is higher than the fixed allowance, he/she may reimburse the actual cost in excess of the fixed allowance upon presentation of a valid receipt.

Airport Transfers:

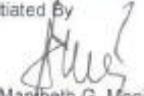
The allowance for transportation to and from the hotel or place of accommodation to the point of departure/arrival in a domestic travel shall be as follows:

Point of Arrival to Hotel (Province)	P200.00
Hotel to Point of Departure (Province)	P200.00

When an official vehicle of the organizer will be used or airport transfer is included in the hotel booking or package, no Transfer allowance shall be given, hence, the employee shall surrender the full amount given for this purpose.

3.4.2 **Transfers – International.** The allowance for transportation to and from the hotel or place of accommodation to the point of departure or arrival in an international travel shall be based on actual expense. This shall be given as a cash advance and shall be properly liquidated with valid support documents within seven (7) workdays from arrival from the official trip (see item 7.1). However, where the transfer is pre-arranged



	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
Page No. 5 of 8	Process Name BUSINESS TRAVEL POLICY LOCAL & INTERNATIONAL TRAVEL	Initiated By  Marybeth G. Monis	Approved By  MANCON

by the company or is provided by the host company or organizer, no allowance for the purpose shall be given.

3.4.3 Terminal fees for airports, whether domestic or international travel, shall be given as a cash advance, and shall be properly liquidated within seven (7) days upon return to work, unless such fees were already paid by the company in an advance booking.

3.5 Representation Expenses. Meals for meetings and/or related activities sponsored by the Company shall be paid by the latter, provided that such meals/ activities have the prior approval of the Division Head.

Expenses for this purpose may be given as a cash advance which shall be properly liquidated within the prescribed period, or may be charged to the employee's credit card which shall be reimbursed by the Company upon the employee's return to work.

3.6 Incidental Expenses. Official expenses in excess of the advanced budget due to but not limited to the following may be reimbursed upon presentation of necessary documents and receipts:

- Official Receipts (i.e., meals, transportation)
- Additional expenses due to unexpected delay in transportation, etc.
- Expenses for photocopying or documentation

4. Medical Clearance / Medical Kit. It is incumbent upon the traveler to obtain proper medical clearance to ensure that he/she is fit before embarking on a foreign or local trip. He/she may seek medical advice / clearance from the Company doctor and nurse or from his/her personal physician.

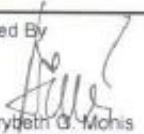
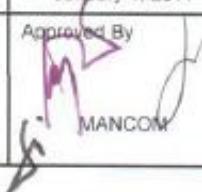
4.1 An employee who is coming in from an international trip shall be required by the Company to seek health clearance before reporting for work, if the country where he/she came from has a reported outbreak/epidemic at the time of visit.

4.2 An outgoing traveler (local or international) may ask for a medical kit from the Company nurse. This consists of basic medicines that the employee might need for the entire duration of the trip (local or international).

5. Travel Insurance Coverage. Employees traveling on official business shall be provided with a travel insurance coverage by a reputable insurance provider duly chosen by OHI. The coverage and benefits would be subject to policies and guidelines set forth by the Company within limits identified in the insurance policy. (see Annex D).

5.1 The Company shall provide insurance coverage only to the employee on official business. Family, friends, or any persons traveling with the employee on a non-official capacity shall not be covered.



	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
Page No. 6 of 8	Process Name BUSINESS TRAVEL POLICY LOCAL & INTERNATIONAL TRAVEL	Initiated By  Marybeth G. Mohis	Approved By  MANCOM

6. Travel Arrangements. The HR Personnel in charge of Training & Development (for local & international trainings/conferences) or Executive or Administrative Assistant (for managers' and executives' travels) who shall be facilitating the travel arrangements shall utilize only the travel agencies accredited by the Procurement Department.

7. Disbursement of Allowances and Advances

7.1 The HR Personnel, Executive or Administrative Assistant shall accomplish the Travel Expense Cash Advance Form (TECA Form, Annex B) for the requesting employee indicating therein the inclusive dates of travel, purpose, and the estimated funds required. Applicable support documents such as conference registration form, brochures, invitations, etc. shall be attached to the TECA.

This form shall be duly approved in accordance with Internal Approving Procedures.

7.2 The approved TECA Form, together with the approved Payment Request Form, shall be submitted to Accounting for processing not later than ten (10) workdays prior to the employee's departure date.

7.3 The cash advance shall be released to the employee not later than two (2) workdays before his/her departure date.

8. Liquidation of Travel Expenses

8.1 Each employee concerned shall liquidate all travel expenses using the Travel Expense Report Form (TER, Annex C) and Petty Cash Voucher within seven (7) workdays from arrival from the official trip. A photocopy of the TECA shall be attached to the TER for reference.

In general, all expenses, except those covered by Per Diem, shall be supported with valid receipts. In the absence of such receipts, a brief note explaining its absence shall be submitted for consideration and approval of the Division Head.

8.2 The TER shall be duly approved by the Division Head or the President & CEO.

8.3 In case of failure to properly liquidate Travel Expenses within the prescribed period, all unliquidated amounts shall be deducted from the employee's salary on the next applicable payday. For this purpose, the Accounting Department shall advise the Human Resources Department of any such unliquidated amounts, together with a copy of the TECA form and cash advance receipt document, on or before the applicable payroll cut-off date.

	Division	CORPORATE RESOURCES DIVISION	Version No	Policy No
	Department/Section		z	
	HUMAN RESOURCES		Revision Date Initiated By Marybeth G. Monis	Effectivity Date January 1, 2011 Approved By MANCOM
Page No. 7 of 8	Process Name BUSINESS TRAVEL POLICY LOCAL & INTERNATIONAL TRAVEL			

IV. Procedures

1. Domestic and International Travels.

1.1 The employee shall seek approval from the following:

Subject	Initiator	Check & Review	Endorsement	Approval	Signatory for Implementation
P&CEO	P&CEO	HR	CFO	P&CEO	P&CEO
Executives (except P&CEO)	Executive	HR	None	P&CEO	P&CEO
Managers	Division Head	HR	None	P&CEO	P&CEO
Officers & Supervisors	Division Head	HR	None	P&CEO	P&CEO
Rank & File	Division Head	HR	None	P&CEO	P&CEO

1.2 The employee shall forward the approved travel request (with necessary attachments, i.e. External Training Application Form, email communication, etc.) to HR for processing.

1.3 HR shall coordinate and process the registration and payment to the organizing institution handling the seminar or conference which the employee shall attend.

1.4 If transportation and accommodation are not included in the training / conference package being offered by the organizing institution, HR shall seek services from any of the travel agencies accredited by OHI's Procurement Department. Likewise, if the transportation and accommodation package from the organizing institution would turn out to be more expensive, HR would seek services from any of OHI accredited travel agencies, without compromising the comfort, safety and convenience of the employee concerned.

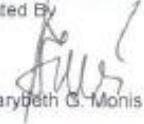
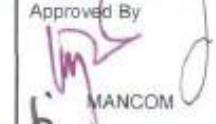
1.5 HR shall process the per diem allowance of the employee in coordination with the Treasury Department.

2. Observation Tours / Short Duration Special Projects or Assignments.

2.1 The HR Personnel or Executive/Administrative Assistant shall process the transportation, accommodation, and all necessary requirements for the local or international travel.

2.2 The HR Personnel or Executive/Administrative Assistant shall submit the approved TECA to Accounting and Treasury Departments for processing of all allowances.



	Division CORPORATE RESOURCES DIVISION	Version No 2	Policy No
	Department/Section HUMAN RESOURCES	Revision Date January 1, 2011	Effectivity Date January 1, 2011
Page No. 8 of 8	Process Name BUSINESS TRAVEL POLICY LOCAL & INTERNATIONAL TRAVEL	Initiated By  Marybeth G. Monis	Approved By  MANCOM

V. Effectivity

This policy shall take effect on the date indicated above and shall supersede any and all previous practices contrary to the provisions herein. It shall remain in full force and effect until amended in writing with the approval of authorized signatories.

VI. List of Annexes

- Annex A - Per Diem Table
- Annex B - Travel Expense Cash Advance Form (TECA)
- Annex C - Travel Expense Report Form (TER)
- Annex D - Insurance Policy Coverage and Guidelines

Annexes

BUSINESS TRAVEL POLICY – LOCAL AND INTERNATIONAL TRAVEL



Annex A

PER DIEM TABLE

LEVEL	DESTINATION AND DAILY ALLOWANCE	
	Philippines (in Phil. Peso)	International (in US dollars)
Executive	1,500.00	250.00
Manager	1,000.00	150.00
Others	800.00	100.00

Note: Any exception beyond the amount indicated above shall be subject to the approval of the Division Head

A handwritten signature in black ink, appearing to read "Pieco".

 OCLP Holdings, Inc. An Ortigas Company		Annex B
TRAVEL EXPENSE CASH ADVANCE FORM (TECA)		
NAME: _____	DATE REQUESTED: _____	
PLACE (S) OF TRAVEL: _____	DATES OF PROPOSED TRAVEL FROM: _____ TO: _____	
PURPOSE: _____		
CASH ADVANCE REQUEST		
Particulars		Amount (Please indicate N/A if not applicable)
Per Diem		
Daily Rate _____	x No. of Days _____	
Accommodation		
Daily Rate _____	x No. of Nights _____	
Transportation (Please check)		
<input type="checkbox"/> Airfare	<input type="checkbox"/> Boat Fare	
<input type="checkbox"/> Bus	Gasoline	
Airport Transfers (Please specify route/s)		
Residence to Airport _____		
Airport to Hotel _____		
Terminal Fee (Please specify airport/s)		
Ninoy Aquino International Airport _____		
Passenger Service Charge _____		
Others (Please specify)		

TOTAL		
<p>I promise to properly liquidate the above Cash Advances within three (3) workdays from my return from official trip. I understand and agree that my failure to do so, without justifiable reason, shall authorize the Company to deduct from my salary any and all unliquidated amount.</p> <p style="text-align: right;">Recommending Approval:</p>		
Employee's Signature / Date _____		Department Manager / Division Head _____
Approved by: Division Head / President & CEO _____		Cash Advance Received by: Signature / Date _____




Annex C



TRAVEL EXPENSE REPORT FORM (TER)		
NAME: PLACE (S) OF TRAVEL:	DATE SUBMITTED: DATES OF PROPOSED TRAVEL FROM: _____ TO: _____	
PURPOSE: _____		
LIQUIDATION OF EXPENSES		
Particulars	Amount	Receipt (Establishment Name and Receipt No.)
Per Diem Daily Rate _____ x No. of Days _____		
Accommodation		
Transportation (Please specify mode) Air travel _____		
Airport Transfers (Please specify route/s) _____		
Terminal Fee (Please specify airport/s) NAIA _____		
Others (Please specify) _____		
TOTAL EXPENSES INCURRED		
TOTAL CASH ADVANCE RECEIVED		
AMOUNT TO BE REIMBURSED FROM (RETURNED TO) COMPANY		
I hereby certify that the above information is true and correct to the best of my knowledge and that all support documents submitted are valid.		
Noted by:		
Employee's Signature / Date	Immediate Superior / Date	
Approved by: President & CEO / Division Head (As applicable)	Liquidation Received by: Treasury / Date	



OCLP Holdings, Inc.
An Ortigas Company

Annex D



Travel Declaration Form

NAME OF COMPANY: OCLP HOLDINGS, INC.

DATE: _____

Prepared and Submitted by:

Approved by:

(original approved)

ARTURO V. ABAD JR.
HR Supervisor

(original approved)

MARYBETH G. MONIS
Human Resource Department, Head

Sead



TRAINING AND DEVELOPMENT POLICY

	Division	Version No	Policy No
	CORPORATE RESOURCES DIVISION	1	
Department / Section HUMAN RESOURCES	Revision Date	Effectivity Date	January 1, 2011
	Initiated By	Approved By	 MaryBeth G. Monis
Page No. 1 of 12	Policy TRAINING AND DEVELOPMENT		 J. MANCOM

I. Purpose

To provide clear policies, guidelines and procedures on employee training and development.

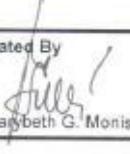
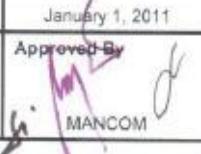
II. Scope

This policy shall apply to all employees of OCLP Holdings, Inc. (OHI)

III. Definition of Terms

1. **Common Training** shall refer to those training programs and seminars planned and organized by the Human Resources Department (HR) and approved by the Management Committee for implementation across the organization or to pre-selected individuals based on job functions or level, skills and knowledge requirements, or other related developmental needs aligned with the company's strategies or organizational requirements.

Common Trainings are usually conducted in-house, exclusively for OHI employees by an internal resource or external training outfit / consultant. Program modules which are designed by the training provider shall be in consultation with HR, who is responsible for reviewing and recommending the same to the Management Committee for approval.
2. **Individual Trainings** shall refer to training programs and seminars specifically intended to address the individual employee's developmental needs aligned with the company's strategies or organizational requirements as determined through the employee's Individual Development Plan, training needs analysis or as observed and recommended by his/her superior, usually during Performance reviews and/or during critical circumstances. This is usually addressed through an External Training, on-the-job learning, subscription to learning content and other learning modalities.
3. **Post-Graduate Studies** shall refer to all curriculum and school-based academic studies, which may either be a continuation of specialization related to one's bachelor's degree, or an entirely different field that leads to a post-graduate degree. This does not include certificate, diploma and short courses.
4. **Certificate Course/Program** (e.g. Management Development Program, professional courses, certification exams, etc.) shall refer to a prescribed cluster of credits related to a discipline or set of disciplines approved and recognized by an organization or academic institution. Completing the program will certify the individual in a particular discipline, or will entitle his or her to credits leading to a diploma.
5. **Diploma Programs** usually last from one to two years, leading to a diploma and not a degree, and is usually focused on one specific subject or discipline.
6. **Technical / Regular Trainings** are trainings / seminars that address the specific technical skills or knowledge required by the employee's job or function that includes behavioral or softskills, updates, regulatory requirements, etc.

	Division CORPORATE RESOURCES DIVISION	Version No 1	Policy No
		Revision Date	Effectivity Date January 1, 2011
Department / Section HUMAN RESOURCES	Initiated By 	Approved By 	
Page No. 2 of 12	Policy TRAINING AND DEVELOPMENT	Marybeth G. Monis	MANCOM

7. **External Trainings** refer to publicly offered programs / seminars.
8. **Service Bond Requirement** refers to an obligation on the part of an employee to serve the company for a specific period in exchange for the financial support extended to him/her in pursuit of a higher/specialized education or first-rate training that constitutes a specific amount covered in this policy.
9. **Individual Training Budget (ITB)** refers to the budget per employee that is intended to cover employee development initiatives such as individual trainings, partial post-graduate programs, regular/technical trainings, certifications, memberships in professional organizations, subscriptions to learning content, and investment in other learning modalities.
10. **Common Training Budget (CTB)** refers to the budget per employee which is intended to cover Common Training programs.
11. **Individual Development Plan (IDP)** refers to the formal document that identifies an employee's learning and developmental goals. It is an individually-tailored action plan to develop specific competencies identified during the employee's performance and development discussions. This suggests how the employee development will occur in order to enhance work performance.

IV. General Policies and Guidelines

1. The Company shall provide its employees with learning and experiential opportunities aimed at enhancing the capabilities, competence, productivity, work motivation and personal qualities of each individual.
2. **Individual Development Plan (IDP).** To ensure that the OHI employee maintains a current level of job proficiency through continued learning, every employee shall have an Individual Development Plan supported by his/her department manager. It is an agreement between the department manager and the employee on how to meet the employee's development needs to equip the employee to achieve the Company's goals and objectives. IDP is a written plan for identifying, prioritizing, monitoring and managing an employee's development. Below are the activities involved in the IDP process:

No	Phase	Responsibilities	Action
1	Discuss	Department Manager, Employee	Department Manager and Employee discuss development needs as integral part of the annual appraisal discussion. Assesses the employee's skills, knowledge, attributes and behavior against current and future position requirements.
2	Analyze	HR, Department Manager	HR analyzes information from IDP as a result of the discussion between Department Manager and Employee during the annual appraisal.
3	Design	HR, Department Manager	HR meets with Department Manager to validate information, define additional development needs, discuss skills, knowledge, abilities that employee



	Division	Version No	Policy No
	CORPORATE RESOURCES DIVISION	1	
	Department / Section	Revision Date	Effectivity Date
	HUMAN RESOURCES		January 1, 2011
Page No. 3 of 12	Policy	Initiated By  Marybeth G. Monis	Approved By  MANCOM
TRAINING AND DEVELOPMENT			

			needs and select optimum developmental activity.
4	Develop	Department Manager, Employee, Division Head	Department Manager and Employee develop and complete the IDP form and sign-off for implementation. Division Head approves completed IDP form for implementation.
5	Implement	Employee, Department Manager, HR	Employee pursues development activities committed in the IDP. Department Manager supports and monitors employee compliance with agreed IDP. HR sources for recommended learning activities, processes requests based on IDP, monitors budget, and updates employee development records.
6	Evaluate	Department Manager, HR	Department Manager tracks progress of direct report and evaluates results of developmental activities. Department Manager and HR ensure that employee completes the Learning Impact and Value Evaluation (LIVE) form within 3 months after conclusion of every learning initiative.

2.1 The employee's compliance with IDP shall be monitored to measure the following:

- a. % of Employees with IDP
- b. % of Total Trainings Attended based on IDP

2.2 All common training programs shall form part of the employee's IDP.

2.3 Changes in the employee's identified IDP may be allowed provided that the employee or his/her Department Manager shall notify HR of the changes to make the necessary adjustments in HR's IDP Monitoring sheet.

3. *Training Budget*. Each employee has a fixed annual Training Budget for Individual and Common Trainings, which may change depending on the budget that is set and approved by Mancom. This training budget is not convertible to cash and shall not form part of the employee's cash compensation and shall not be included in the computation of the employee's final pay. This budget shall not be carried over to the following year.

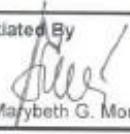
Table IV.1 – Training Budget

Job Level	Individual	Common
L1 – L4	16,000	20,000
L5 – L7	24,000	32,000
L8 – L9	48,000	32,000
L10 – above	118,000	32,000

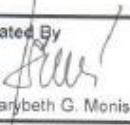
3.1 While the Training Budget is assigned per employee, it is not under the full disposal of the employee, hence, he or she must follow the approving procedure for training requisition (please refer to Table IV.3.1 or IV.3.2, as may be applicable).

3.2 This includes certificate and diploma courses, membership in professional organizations, subscription to learning content, post-graduate studies, and other learning modalities.



	Division	Version No.	Policy No.
	CORPORATE RESOURCES DIVISION	1	
Department / Section	HUMAN RESOURCES	Revision Date:	Effectivity Date
Page No. 4 of 12	Policy TRAINING AND DEVELOPMENT	Initiated By  Marybeth G. Monis	Approved By  MANCOM

- 3.3 In order to optimize the Training Budget, trainings that are identified in the employee's Individual Development Plan (IDP) and those which are directly related to the enhancement of the employee's skills and knowledge of his/her work and aligned with the company's strategies or organizational requirements shall hold priority over other trainings/seminars.
- 3.4 In the event that the ITB would not be enough to accommodate necessary work-related trainings, any excess from the Common Training Budget may be used, provided all the planned HR initiated programs for the year have been accounted for and such reallocation is duly approved by the Department or Division Head.
4. Post-Graduate Studies. Post-graduate studies may be charged against ITB. The intention for graduate studies shall be expressly included in the employee's Individual Development Plan (IDP).
- 4.1 Application and approval for post-graduate studies may either be for full financial support (tuition fees for entire duration of studies is covered by the company, subject to the allocation of budget by the Department Head – see Item 8.3) or subsidized coverage only (through Individual Training Budget).
- 4.2 Employees who intend to take post-graduate studies must express such intention during the IDP discussion and by filling out an External Program Application Form (Annex A), with all the necessary attachments containing the cost and details about the course. This shall be submitted to the Department Head and Division Head for recommendation and endorsement, respectively. Subsequently, the Department Head shall forward the application to HR for review; HR Head shall present the same to Mancom for approval.
- 4.3 Mancom shall review and approve applications for post-graduate studies once a year, during the planning and budget session. A maximum of four applicants per year shall be approved in consideration of the following criteria:
- a. Tenure – five years continuous service to the company.
 - b. Applicable only to Level 7 and above.
 - c. Performance – Outstanding for the last three years.
 - d. Agreement to sign a service bond.
 - e. Recommendation / endorsement of Department /Division Head.
- 4.4 All post-graduate education approvals, whether the subsidy shall be full or partial, shall be subject to a service bond requirement, even if the total cost does not reach P100,000.00 (see Table IV.2), applying the minimum bond requirement of 12 month's service.
- 4.5 Any exemption from the above conditions shall be approved by the Mancom.

	Division	Version No 1	Policy No
	CORPORATE RESOURCES DIVISION	Revision Date	Effectivity Date January 1, 2011
Department / Section HUMAN RESOURCES	Initiated By 	Approved By 	
Page No. 5 of 12	Policy TRAINING AND DEVELOPMENT	Maribeth G. Monis	MANCOM

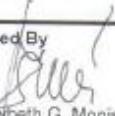
5. *Service Bond Requirement:* All post-graduate studies, diploma and certificate programs that cost One Hundred Thousand Pesos and above, shall be subject to a service bond requirement. Hence, an employee whose post graduate course cost falls within any of the amounts stated below shall be required to render service for a specific period of time. Please refer to the table below:

Table IV.2 – Training Bond – Post-graduate, Diploma & Certificate Programs

Training Cost	Service Bond		Service Bond Requirement**
	Yes	No	
Post-Graduate Studies (Full or Partial), Diploma, Certificate Programs :			
P100,000 – below	✓		12 months service
P100,001 – P300,000	✓		24 months service
P300,001 – P500,000	✓		30 months service
P500,001 – above	✓		36 months service
Other trainings within IDP that costs P100,000.00 and below		✓	None, unless otherwise made as a condition for attending the program or for taking the certification exam.

- 5.1 An employee shall be required to sign a Service Bond Agreement Form (Annex G) upon approval of the External Program Application Form (Annex A) prior to the date of training.
- 5.2 The service bond shall take effect on the first day after the employee completes his/her training/course and shall end depending on the length of bond period required.
- 5.3 In the event that the employee is not able to complete the program within the prescribed period or fails to pass the program requirements or exam, a refund policy will be effected by the Company through salary deductions based on negotiable monthly computation, to cover 50% of the total cost of the program supported by the Company.
- 5.4 In the event of the employee's separation from the Company before the maturity of the service bond period for whatever reason, the employee shall pay the remainder cost of the program equivalent to the agreed pro-rated cost per month. For computation purposes, the monetary equivalent per month is equal to the Total Training Cost divided by Bond Period Required. This shall be deducted from his/her separation pay, if any. Otherwise, employee shall undertake to pay the amount to the Company as a precondition for the issuance of employment clearance.
- 5.5 The cost of the training shall include and consider all expenses or fees incurred in connection with the training or course attended, including but not limited to training/course fee, incidental allowances, and miscellaneous fees (i.e., per diem, transportation, accommodation).
- 5.6 The employee/student should be able to maintain an outstanding performance rating during the entire period of his/her training/course. The management reserves the right to withhold or cancel the financial provisions in the event that the performance of the employee slides to above average rating or below.



	Division CORPORATE RESOURCES DIVISION	Version No 1	Policy No
		Revision Date	Effectivity Date January 1, 2011
	Department / Section HUMAN RESOURCES	Initiated By  Maribeth G. Monis	Approved By  MANCOM
Page No. 6 of 12	Policy TRAINING AND DEVELOPMENT		

- 5.7 The employee should be able to complete the training/course started, otherwise, all expenses incurred shall be paid back by the employee through salary deduction. In the event that the employee would need to stop temporarily due to a valid reason, he/she must submit a letter to HR, duly approved by his/her Department Head, stating his/her reasons and when he/she intends to resume the training/course.
- 5.8 In the event that the employee has an existing service bond, any succeeding service bond shall commence upon completion of the existing service bond agreement.
6. *Diploma and Certificate Programs.* Attendance to all Diploma and Certificate programs shall follow the applicable service bond requirement for Post –Graduate Studies (see table IV.2).
7. *Approving Parties.* All trainings must have the prior approval of the approving authorities specified in the Internal Approving Procedures and reiterated in Table IV.3.1 below before actual enrolment or attendance in a training program.

Table IV.3.1 – Internal Approving Procedures for Training Courses

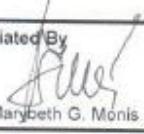
Rank of Affected Personnel	Initiator	Check & Review	Endorsement	Approval	Signatory for Implementation
Executive	Executive	HR Head	President & CEO	President & CEO	President & CEO
Manager	Div Head	HR Head		President & CEO	Div Head
Officer; Supv.	Dept Head	HR Head		Div Head	Div Head
Rank & File	Dept Head	HR Head	Dept Head	Div Head	Div Head

Table IV.3.2 - Internal Approving Procedures for Post-Graduate Studies

Rank of Affected Personnel	Initiator	Check & Review	Endorsement	Approval	Signatory for Implementation
Executive	Executive	HR Head	President & CEO	Mancom	President & CEO
Manager	Div Head	HR Head	Div Head	Mancom	Div Head
Officer	Dept Head	HR Head	Dept Head	Mancom	Div Head

8. *Training Budget Utilization.* Cost of Individual Trainings must be within the approved annual Individual Training Budget. HR shall review all External Training Applications and indicate the remaining Training budget of the employee. The approving authority shall ensure compliance with the budget. He/she may, however, approve the reallocation of other items' budget to fund other Trainings as he/she deems justifiable and appropriate.



	Division	Version No 1	Policy No
	CORPORATE RESOURCES DIVISION	Revision Date	Effectivity Date January 1, 2011
Page No. 7 of 12	Department / Section HUMAN RESOURCES	Initiated By 	Approved By  Marybeth G. Monis MANCOM
Policy	TRAINING AND DEVELOPMENT		

- 8.1 Re-allocation of budget, if necessary, shall be applicable only for trainings/seminars reflected in employee's IDP and those that are of importance to one's skills and knowledge enhancement, as related to work, and aligned with the Company's strategies or organizational requirements.
- 8.2 Cost for Post-graduate studies may not be re-allocated to any other budget, if and when the ITB has been used up, as this budget allocation is intended to *subsidize* (partial/subsidized coverage; see item 4.1) and not to totally fund post-graduate education pursuits.
- 8.3 The Division / Department Heads may allocate an annual budget separate from that of the training budget, if necessary, to cover special trainings and studies for identified personnel (e.g., post-graduate studies, Business Economics Program, Management Development Program, etc.).
9. *Common Training Programs.* Common training programs shall use as framework the HR developed curriculum - Employee Development Program (EDP; see Annex E). This curriculum takes into consideration all training requirements of the organization consistent with the Company's strategies or organizational requirements and shall be implemented progressively.
10. *Training Evaluation Form.* All attendees to the Common Training program shall accomplish the Training Evaluation Form. Results shall be used by HR to assess the attendees' reaction, satisfaction and perception of the quality and job applicability of the program and the training institution/consultant.
11. *Learning Impact and Value Evaluation Form.* Employees who complete a learning initiative shall accomplish a Learning Impact and Value Evaluation Form within three (3) months after the end of the learning initiative, to determine whether learning was retained and practiced.

Evaluation of learning may take the form of either a written or practical test, depending on its viability, applicability and effectiveness in getting the necessary information. The inputs of Department / Division Heads shall likewise be included in the evaluation to measure the degree of utilization of the newly acquired learning.

The Learning Impact and Value Evaluation Form (Annex I), however, is the standard format to be followed in evaluating the impact and value of the training attended. The following are the parts of the Learning Impact and Value Evaluation Form:

Table IV.4 – Parts of the Learning Impact and Value Evaluation Form

Part	Heading	Action Needed
1	Trainee Information	a. Trainee fills-out basic information (i.e. name, department, position, date).
2	Training Details	b. Trainee provides information on the training (i.e. title, inclusive dates, training hours, venue, cost, competency being addressed, etc.).
3	Knowledge Transfer	c. Employee plans how the learning from the training program can be transferred or cascaded to his/her team / co-employees.



 ORTIGAS	Division	Version No	Policy No
	CORPORATE RESOURCES DIVISION	1	
	Department / Section	Revision Date	Effectivity Date
	HUMAN RESOURCES		January 1, 2011
Page No. 8 of 12	Policy	Initiated By	Approved By
	TRAINING AND DEVELOPMENT	Marybeth G. Monis	<i>[Signature]</i> MANCOM

4	Learning Impact	<p>d. Trainee identifies his/her Learning Objectives / what he/she wants to learn/acquire from the training.</p> <p>e. Assesses his/her present competencies/knowledge, skills, and attitude using a 5-point scale considering the identified learning objectives.</p> <p>f. Plans to apply learning acquired to the workplace.</p> <p>g. After attending the training, trainee rates how well the training achieved his/her learning objectives.</p>
5	Behavioral Change and Results	<p>h. Coach evaluates the trainee on how effective the action plan was carried out.</p> <p>i. Coach also rates the trainee as to the extent the learning has occurred after the program citing observable behavior, results and critical incident.</p> <p>The trainee and coach discuss and agree on all phases of the form. All inputs in this form shall also serve as a discussion point for the employee's development plans.</p>

12. *External Training Applications.* All applications for external training (including trainings/seminars/conferences abroad) shall be coursed through HR for processing to ensure proper monitoring of the following:

- a. Training and learning acquired throughout the year;
- b. Amount of training budget utilized;
- c. Compliance with Individual Development Plan (see Annex F).

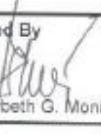
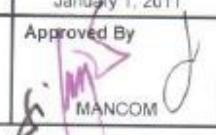
Proper monitoring of the above shall ensure that the Training and Development plan and budget for each individual is maximized. This would also allow HR and the Department and Division Heads to plan or map-out the annual training plan for their respective groups.

Study tours and conferences shall be processed by the respective attendees' department or division secretaries. However, in order to monitor employee development, HR shall be furnished with a copy of the processed documents, including the Payment Request Forms reflecting the cost of the conference. The budget for study tours and conferences is distinct from Individual and Common Training Budgets.

13. *Common Training Providers.* HR selects and evaluates the training providers/consultants for each of the approved Common training programs taking into consideration the following:

- a. Provider's area of competence/expertise and overall qualifications;
- b. The fit of their program design to the company's requirements; and
- c. Quality of service as determined through feedbacks gathered from former or existing clients.



	Division	Version No 1	Policy No
	CORPORATE RESOURCES DIVISION	Revision Date	Effectivity Date January 1, 2011
Department / Section HUMAN RESOURCES	Initiated By 	Approved By 	
Page No. 9 of 12	Policy TRAINING AND DEVELOPMENT	Marybeth G. Monis	MANCOM

HR reviews and evaluates the training provider, program module, and training schedule and presents a recommendation to ManCom for approval.

14. Confirmation of Training Attendance. Employees, who have confirmed attendance in a training/seminar, whether in-house or outside the company, must ensure that he/she attends and observes said training/seminar's specified time and schedule. Loss of learning opportunity resulting from non-attendance and/or non-observance of time and schedule shall be to the disadvantage of the employee, especially when such is reflected in his/her Individual Development Plan.
 - 14.1 In the event that an employee fails to attend a training/seminar in which he/she has confirmed attendance, the training budget allotted for that particular training shall still be deducted from the employee's Individual or Common Training budget, whichever is applicable, except when the external training provider agrees to refund the training fee.
 - 14.2 Non-attendance in a confirmed training/seminar shall require the concerned employee to submit an explanation letter to HR, signed by the Department Head, relating the circumstances and reasons pertaining to the incident.
15. Training-Related Transportation Expense. An employee can reimburse the actual amount of transportation expenses incurred for attendance in trainings within Metro Manila, provided that an official request is made to the Admin Services and there is no available service vehicle. This includes reimbursement of actual gasoline and parking expenses.
16. Meal Expenses. For trainings within Metro Manila where meals have not been provided by the training organizer/provider, the employee may reimburse his/her meal expense based on the meal budget upon presentation of official receipts with approval of the Department Head following the prescribed amounts below:

Meals	Meal Budget
AM Snacks	P100.00
Lunch	P300.00
PM Snacks	P100.00

17. Hotel Breakfast. For employees who have hotel accommodation for local or international trainings, the employee's breakfast shall be included in his/her hotel booking. In the absence of such provision, the employee may reimburse with approval of the Department Head, the actual amount spent for hotel breakfast upon presentation of official receipt, reflecting the prevailing rate for hotel breakfast at the time the meal is availed, but not exceeding the following limits:

Venue	Meal Budget
Local	P800.00
International	USD25.00

The employee shall not be allowed to reimburse the amount of the hotel breakfast exceeding the above mentioned limits. No reimbursement shall be made should the hotel breakfast be included in the employee's training/conference.



	Division	Version No	Policy No
	CORPORATE RESOURCES DIVISION	1	
Department / Section HUMAN RESOURCES	Revision Date	Effectivity Date	January 1, 2011
	Initiated By	Approved By	 MaryBeth G. Monis  J. H. MANCOM
Page No. 10 of 12	Policy TRAINING AND DEVELOPMENT		

18. This policy does not cover Observation Tours, Special Projects or Assignments (see related policy on Travel Allowance and Expenses).
19. An employee shall be required by the company to conduct a learning session that will echo/cascade the key learning points in a particular training program.

V. Procedures

1. HR shall initiate the conduct of Individual Development Planning or annual surveys of Training Needs (TNA form - Annex B & Annex C) across the organization. The Department and Division Heads shall ensure that IDP or TNA forms of employees within their department / division are properly accomplished and submitted to HR on or before the set deadline.

The IDP or TNA survey is ideally conducted on the fourth quarter of the year and the results thereof used as basis for the following year's training plans.

2. Performance raters shall ensure that the Individual Development Plan portion of the Performance Appraisal forms of their ratees are properly accomplished based on agreed developmental needs and plans.
3. HR reviews its current Employee Development curriculum for the year which will serve as a guide for training.
4. For Common Trainings
 - a. HR selects and evaluates training providers/consultants for each of the approved Common training programs and presents a recommendation to Mancom for approval.
 - b. HR announces the training program to all employees via email and coordinates with Department Heads on the attendees and batching, if applicable.
 - c. HR handles all logistics and administrative requirements before, during, and after the training program. These include, among others, the venue, equipment, training materials and handouts, food and beverages, training certificates, photo documentation, etc.
 - d. All attendees accomplish the Post-Program Evaluation Form (Annex D) at the end of the program.
 - e. HR properly files all records and correspondences pertaining to the training. Training certificates are photocopied by HR prior to the close of training, and these copies are filed in the respective 201 Files after the program.
5. For Individual Trainings
 - a. HR reviews and selects external training programs that would address the needs of employees based on the employees' Individual Development Plans. HR then provides all OHI employees with the latest invitations or proposals from reputable or accredited training providers or institutions offering such programs.



	Division	Version No.	Policy No
	CORPORATE RESOURCES DIVISION	1	
	Department / Section	Revision Date	Effectivity Date
	HUMAN RESOURCES		January 1, 2011
Page No. 11 of 12	Policy	Initiated By  Marybeth G. Monis	Approved By  MANCOM
	TRAINING AND DEVELOPMENT		

Together with the communication to the Division Heads, HR recommends attendees to the programs based on Individual Development Plans, or TNA results, or Performance Appraisal inputs.

- b. Department / Division Heads review the training proposals and HR's inputs, and discuss the training opportunity with the employee(s) he/she is recommending to the program, or those which the employee seeks to attend.
- c. An employee interested in a particular training / seminar / educational program accomplishes the *External Program Application Form* (Annex A) and has the same endorsed by his/her Department/Division Head. Upon submission to HR, HR shall indicate on the form the applicable training budget balance.

Where the cost of the requested training exceeds the remaining budget, HR will coordinate with the Division Head concerned for a proper decision on the case. In such instance, if the Division Head concerned approves the training, he/she shall inform HR of the expense item/account from which the budget for the excess amount will be taken from. The approving signatory approves in writing the reallocation or indicates the approval in the PRF.

HR will handle the processing of registration and payment to the training provider/institution.

- d. HR will email the employee/training attendee regarding the status of his/her external training application. For approved applications, HR will likewise inform the employee of the training and seminar details including program title, date, time, venue, and other instructions, if any.
- e. Upon return to the office from an external training/seminar, the employee shall:
 - submit to HR a photocopy of his/her training certificate
 - submit to HR a copy of training handouts, manuals or learning kits (e.g., training manual, CD, etc.), the employee gets to keep the originals**
 - accomplish the Post-Program Evaluation Form (Annex D) and submit same to HR
 - submit *Learning Impact and Value Evaluation Form* (Annex I) within 3 months after finishing the learning initiative .

** Reproduced manuals, CDs, from various trainings shall be available for all employees to borrow

- f. HR shall file all records and correspondences pertaining to the training. Photocopies of training certificates are filed in the respective 201 Files.
- 6. For Post-Graduate Studies
 - a. The employee shall fill-out and submit a Post-Graduate Studies Application Form (see Annex H) to his/her Department Head, along with all necessary attachments and breakdown of projected costs.



	Division	Version No	Policy No
	CORPORATE RESOURCES DIVISION	1	
	Department / Section	Revision Date	Effectivity Date
	HUMAN RESOURCES		January 1, 2011
Page No. 12 of 12	Policy	Initiated By  Marybeth G. Monis	Approved By  MANCOM
	TRAINING AND DEVELOPMENT		

- b. The Department Head shall review the employee's application against all criteria (see item 3.3) and recommend his/her application if it satisfies all the criteria.
 - c. The Department Head shall forward the application to the Division Head for endorsement.
 - d. The recommended and endorsed application shall be forwarded to HR, along with all necessary attachments. Subsequently, the HR Head shall present the application to Mancom for approval.
 - e. The applicant shall be informed by HR whether his/her application for post-graduate scholarship is approved or not.
 - f. The employee shall sign a Service Bond Agreement Form.
 - g. HR shall process all liquidation or reimbursement of tuition fees upon submission of official receipts or invoices by the employee.
7. HR shall maintain a record of all individual and common trainings attended by the employee in the Human Resources Information System (HRIS).

VI. Effectivity

This policy shall take effect on the date specified above and shall remain in full force and effect until amended or superseded in writing with the approval of authorized signatories.

VII. List of Annexes

- | | |
|---------|--|
| Annex A | - External Program Application Form (EPAF) |
| Annex B | - Training Needs Analysis Form 1 (TNA Form 1) |
| Annex C | - Training Needs Analysis Form 2 (TNA Form 2) |
| Annex D | - Post-Program Evaluation Form (PEF) |
| Annex E | - Employee Development Plan Framework (EDPF) |
| Annex F | - Individual Development Plan (IDP) |
| Annex G | - Service Bond Agreement Form (SBA) |
| Annex H | - Post-Graduate Studies Application Form (PGSA) |
| Annex I | - Learning Impact and Value Evaluation form (LIVE) |



Annexes

TRAINING AND DEVELOPMENT POLICY



External Program Application Form (EPAF)

Annex A

Name of Attendee: _____

Position: _____

Department: _____

RF O EX
Level: S M

Division: SCD RED CRD MANCOM

Training Details

Program Title:	Program Type: <input type="checkbox"/> IDP-related (pls. fill-out IDP details) <input type="checkbox"/> Non-IDP Related Justification: _____		
Date of Program:	Venue:	Provider:	Development Hrs:

Training Objectives

What do you need to learn/acquire from this program to help you perform well? (Please rate your current competencies - knowledge, skills/abilities in this area/objective)		Rating
1		
2		
3		
4		
5		
5.00 26-100 Excellent 4.50 10-95 Very Good 4.00 81-86 Good 3.50 60-80 Fair 3.00 75-10 Fails		
4.25 34-35 Very Good 4.00 10-11 Good 3.75 60-66 Fair 3.25 70-89 Fair 1.00 10-11 Fails		

Application Action Plan

How do you intend to apply learning from this program back to your job?		Remarks
1		
2		
3		
4		
5		

Knowledge Transfer

How do you intend to transfer knowledge / best practices gained from this program to your team?		Remarks
<input type="checkbox"/> Echo/ cascade to small group		
<input type="checkbox"/> Submit a learning reflection / action paper		
<input type="checkbox"/> Other initiatives:		

(for HR use) Budget Details

Individual Training Budget	P
Training/Seminar Fee	P
Remaining Budget	P
Amount in Excess of Budget: P	
<input type="checkbox"/> Not Budgeted	<input type="checkbox"/> Re-Allocation
Common Training Budget	P
Conference Budget	P
Remaining Budget After Reallocation	P
From Other Budget Items: P	
% IDP completion after this training: _____	

HR Review

Reviewed by:

HR Head

Date

Requisition / Endorsement / Approval (please refer to approved IAP)

Requested by:

Initiated / Endorsed by:

Approved by:

Employee _____

Department Head or Division Head _____

Division Head or President & CEO _____

Date _____

Date _____

Date _____

EPAF Process Monitoring
(to be accomplished by HR)

IATF Received

CHH Dev

CHH Manager

Controllability

Division Head

Training Provider

Accounting

Treasury

REMARKS

[Signature]



TRAINING NEEDS ANALYSIS

Form 1 - Levels 1 to 4

The purpose of this exercise is to identify your training need(s) and to enable the Human Resources Department to develop or find a suitable training program to address that developmental need. The results of this survey will be used mainly for training purposes.

It is important, therefore, that you will be objective in your answers. All responses will be treated as confidential.

Name : _____ Date Hired : _____
 Position : _____ Immediate Superior : _____
 Dept/Div : _____ Years in Current Position: _____
 Previous Position(s) in the Co. (if applicable): _____ Date TNA was accomplished: _____

Part 1:

Determine the importance to your job of the following skills / knowledge / competency requirements, and personal attributes, then rate your current level of proficiency in each item. Please see legend below. Check the space corresponding to your response.

Importance to the Job

Not Applicable (NA) - not included in the scope of work

Not Important (NI) - insignificant and irrelevant to work

Somewhat Important (SI) - average importance to work

Very Important (VI) - of great importance to work

Current Level of Proficiency

Not Proficient (NP) - inadequate knowledge and skill

Minimally Proficient (MP) - minimal knowledge and skill

Somewhat Proficient (SP) - average knowledge and skill

Very Proficient (VP) - more than adequate knowledge and skill

Knowledge & Skills	Importance				Proficiency			
	N.A.	N.I.	S.I.	V.I.	N.P.	M.P.	S.P.	V.P.
1 Ability to express one's self effectively through oral and written communication								
2 Effective use of resources, supplies, equipment								
3 Keeping equipment and work area neat and tidy.								
4 Effective use of IT resources for work applications and communication								
5 Knowledge of company products and businesses								
6 Managing relationships - peers and superiors								
7 Innovation and creativity - thinking out-of-the-box								
8 Awareness of Company and HR policies								
9 Customer care and customer service management - external and internal								
10 Flexibility in dealing with different situations and/or assignments								
11 Initiative in handling matters outside the scope of work / responsibility								
12 Ability to balance multiple tasks								
13 Managing time and organising priorities								
14 Ability in dealing with various problems and situations at the workplace								



Knowledge & Skills		Importance				Proficiency			
		N.A.	N.I.	S.I.	V.I.	N.P.	M.P.	S.P.	V.P.
15	Practicing teamwork and collaboration as a method to accomplish tasks and objectives								
16	Constructively receiving criticisms / suggestions from others								
17	Interpreting financial data, reports, balance sheets or cash flow analysis								

Personal Attributes		Importance				Proficiency			
		N.A.	N.I.	S.I.	V.I.	N.P.	M.P.	S.P.	V.P.
1	Continuously striving for new skills, knowledge, experience and personal development								
2	Taking personal responsibility to resolve problems, conflicts, even those not of my own making								
3	Ability to properly handle stress and conflict								
4	Ability to work under pressure								
5	Being a self-starter, self-motivated, focused and productive								
6	Planning how to achieve my business and personal goals								
7	Contributing positively to the company's morale and spirit								
8	Comes up with suggestions or recommendations for the improvement of the company								
9	Cooperatively participates in the activities and projects of the company								
10	Always seeks to contribute to departmental goals								
11	Continuously seeking to improve upon what I do and how I do things								
12	Enthusiasm in doing a project or assignment from start to completion								

Part 2:

- 1 Please rank the following training/education needs according to its importance to your work and/or personal learning and career development:

	Not Important	Somewhat Important	Very Important
Computer Skills, specify:			
Customer Service Skills			
Oral Communication			
Written Communication			
Supervisory Skills			
Safety & Security			
Stress Management			
Presentation Skills			
Personality Development			
Higher Education (e.g., MBA)			





2 What other skills or knowledge do you wish to learn to enable you to effectively assume positions of similar or greater responsibilities as well as to realize your full potentials/capabilities?

3 Please rate the method of training you feel would be most effective to achieve your learning goals:

	Not Effective	Somewhat Effective	Very Effective
In-House Workshops			
External Trainings			
Online/web-based			
Others, specify:			

4 Please give suggestions and/or comments as to how we can better provide support to your career development and personal growth.

Thank you for your time. Please sign below and submit this TNA form to your department/division head.

Accomplished by:

Employee's Name & Signature

For the Department / Division Head:

Based on the above inputs and your own evaluation, please indicate the top 3 training /developmental needs of this employee that you wish to address within the year. Please include any other comment or suggestion you might have. Thank you.

Department/Division Head's Signature

HR's Comments

HR Supervisor

HR Head



TRAINING NEEDS ANALYSIS
Form 2 - Levels 5 and up

The purpose of this exercise is to identify your training need(s) and to enable the Human Resources Department to develop or find a suitable training program to address that developmental need. The results of this survey will be used mainly for training purposes.

It is important, therefore, that you will be objective in your answers. All responses will be treated as confidential.

Name : _____ Date Hired : _____
 Position : _____ Immediate Superior : _____
 Dept/Div : _____ Years in Current Position: _____
 Previous Position(s) in the Co. (if applicable): _____ Date TNA was accomplished: _____

Part 1:

Determine the importance to your job of the following skills / knowledge / competency requirements, and personal attributes, then rate your current level of proficiency in each item. Please see legend below. Check the space corresponding to your response.

Importance to the Job

- NA - Not Applicable
- NI - Not Important
- SI - Somewhat Important
- VI - Very Important

Current Level of Proficiency

- NP - Not Proficient
- MP - Minimally Proficient
- SP - Somewhat Proficient
- VP - Very Proficient

Knowledge & Skills	Importance				Proficiency			
	NA	NI	SI	VI	NP	MP	SP	VP
1 Planning, prioritising and organising tasks and activities								
2 Motivation and leadership of team and members								
3 Business writing, e.g., memos, reports, project plans								
4 Performance appraisals planning and conducting								
5 One-on-one counselling and handling of grievances								
6 Coaching and mentoring, training and developing others								
7 Effective delegation and following up of tasks or assignments to subordinates								
8 Ensuring enough control is exerted in order to meet objectives								
9 Effective use of resources, supplies, equipment								
10 Effective use of IT resources for work applications and communication								
11 Financial and commercial understanding (e.g., budgets, profit & loss, cashflow, etc.)								
12 Creating and delivering effective presentations/reports								
13 Decision-making and problem-solving skills								
14 Understanding and managing according to quality standards and procedure, Company and HR Policies								
15 Effectively leading people to willingly do their respective tasks to accomplish objectives								
16 Knowledge of company products and businesses								
17 Managing relationships - peers and superiors								





Knowledge & Skills		Importance				Proficiency			
		NA	NI	SI	VI	NP	MP	SP	VP
18	Innovation and creativity - thinking out-of-the-box								
19	Customer care and customer service management - external and internal								
20	Flexibility in dealing with different situations, assignments and/or problems in the workplace								
21	Initiative in handling matters outside the scope of work / responsibility								
22	Ability to balance multiple tasks								
23	Managing time and organising priorities								

Personal Attributes		Importance				Proficiency			
		NA	NI	SI	VI	NP	MP	SP	VP
1	Continuously striving for new skills, knowledge, experience and personal development								
2	Taking personal responsibility to resolve problems and conflicts, even those not through one's fault								
3	Ability to properly handle stress and conflict								
4	Ability to work under pressure								
5	Self-starter, self-motivated, focused and productive								
6	Planning how to achieve professional and personal goals								
7	Contributing positively to the company's morale and spirit								
8	Making suggestions or recommendations for the improvement of the company								
9	Participating actively in the activities and projects of the company								
10	Always seeking to contribute to departmental goals								
11	Continuously seeking to ways improve, personally and professionally								
12	Enthusiasm in doing a project or assignment from start to finish.								

Part 2:

- 1 Please rank the following training/education needs according to its importance to your work and/or personal learning and career development:

	Not Important	Somewhat Important	Very Important
Supervisory/Managerial Skills			
Safety & Security			
Stress Management			
Presentation Skills			
Personality Enhancement			
Customer Service Management			
Strategic Planning			
Conflict Management			
Work-Life Balance			
Performance Management			
Coaching and Counseling			
Higher Education (e.g., MBA)			
Computer Skills, specify:			





2 What other skills or knowledge do you wish to learn to enable you to effectively assume positions of similar or greater responsibilities as well as to realize your full potentials/capabilities?

3 Please rate the method of training you feel would be most effective to achieve your learning goals:

	Not Effective	Somewhat Effective	Very Effective
In-House Workshops			
External Trainings			
Online/web-based			
Others, specify:			

4 Please give suggestions and/or comments as to how we can better provide support to your career development and personal growth.

Part 3:

In developing a training / development program for your subordinates, what specific subjects / programs would you recommend to include?

Position / Level	Recommended Training Program(s) / Subject(s)
Managers	
Supervisors / Officers	
Technical Staff	
Rank & File	
Others (Please specify)	

Part 4:

Identify a potential understudy / successor to your current position, whether from within or outside your department. Indicate readiness of employee and the areas that he may need to improve on.

Name	Current Position	Current Department	Readiness (Indicate time frame e.g., in 1 year)	Areas for Improvement





Part 5: Other Comments/Suggestions:

Thank you for your time. Please sign below and submit this TNA form to your department/division head.

Accomplished by:

Employee's Name & Signature

For the Department / Division Head / President & CEO:

Based on the above inputs and your own evaluation, please indicate the top 3 training /developmental needs of this employee that you wish to address within the year. Please include any other comment or suggestion you might have. Thank you.

Dept/Div Head/ President & CEO's Signature
(Please refer to IAP)

HR's Comments

HR Supervisor

HR Head

A handwritten signature in black ink, appearing to read "Fawcett".





Annex D
POST-PROGRAM EVALUATION FORM

*In our pursuit to further develop and improve our programs, your honest feedback is necessary.
Kindly fill-out this POST-PROGRAM EVALUATION FORM:*

Attendee: _____
 Designation: _____
 Program Title: _____
 Inclusive Dates: _____
 Facilitator: _____

Div: _____
 Dept: _____
 Training Hours: _____
 Time: _____
 Provider: _____

I. Training Objectives

How well did the training communicate the following objectives: The participant will be able to...		Please tick-off appropriate rating					Comments (Use the back portion if space is not sufficient)
		5 Excellent	4 Very Satisfactory	3 Satisfactory	2 Fair	1 Poor	
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

II. Training Facilitator

Facilitator:	Please tick-off appropriate rating					Comments (Use the back portion if space is not sufficient)
	5 Excellent	4 Very Satisfactory	3 Satisfactory	2 Fair	1 Poor	
MASTERY OF THE SUBJECT MATTER (organized, well-prepared and easy-to-follow course content)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DELIVERY OF SUBJECT MATTER (methodologies; ability to sustain interest; time management, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III. Training Elements

Feedback on Training Elements	Please tick-off appropriate rating					Comments (Use the back portion if space is not sufficient)
	5 Excellent	4 Very Satisfactory	3 Satisfactory	2 Fair	1 Poor	
1. Venue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Materials/Handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Duration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

IV. Feedback on the Training Program

1. To what extent did this training program meet your expectations in terms of its value and quality?

- Met beyond expectations
 Met Expectations
 Did not meet expectations

Comment: _____

2. How much learning have you experienced? What did you learn from the training program?

- Learned a lot
 Learned a fair amount
 Learned a little

Comment: _____

3. How relevant is what you learned to your work and in contributing to the attainment of OCLP objectives?

- Highly relevant
 Somewhat relevant
 Not relevant

Comment: _____

4. Which topic/module was the most valuable? Explain.

5. Which topic/module was the least valuable? Explain.

6. To what extent would you recommend the program within your level?

- I highly recommend it.
 I recommend it without reservations
 I recommend it with some reservations
 I will not recommend it at all

Annex E

2014 Employee Development Framework

Core Program for Officers & Supervisors



Common Training

Manager's Development

- Leadership /Management Development Programs
- Execution

Supervisory Development

- Service Level Workshop
- Project Management

Focus on Individual Development Plans

Address identified individual development needs

- Technical / functional
- Non-technical

Core program for Staff



Team Member Development

- Cascade of Agreed Service Level
- 5 Choices to Extraordinary Productivity

Address identified individual development needs

- Technical / functional
- Non-technical

Organizational Culture

- Revisit Core Values
- Identify Behavioral Indicators for each Value
- Teambuilding

- Roll-out BSC-Based Performance Management System

- Introduce Competency Management

As of

Annex F



OCLP Holdings, Inc.
An Ortigas Company

INDIVIDUAL DEVELOPMENT PLAN (IDP)

Use this scale to rate your current competencies - knowledge, skills, abilities in the identified area for development:

Evaluate your current competencies - knowledge, skills, abilities in the identified area for development:				
Marginal	Developmental	Competent	Advanced	Expert
1 Lacks the necessary knowledge, skills or abilities to perform the job satisfactorily at an acceptable level, or has not yet put the effort necessary to demonstrate proficiency.	2 Has the appropriate kind of experience to perform most aspects of the knowledge, skills or abilities needed for the position, but has not yet achieved proficiency. This may be due to inexperience, lack of practice, exposure to a particular requirement, programs or training events.	3 Applies appropriate knowledge, skills or abilities required to produce quality output with an appropriate amount of direction. Output is in compliance with agreed standards, but can be further improved.	4 Has clearly mastered the knowledge, skills or abilities beyond the required standard. Produces high quality work. It often sought out by others for advice or professional guidance.	5 Knowledge, skills or abilities including technical expertise in widely recognized as authoritative and on the cutting-edge. Continually develops methods that result in increased quality and productivity for the company.

Development Budget for the Year
Individual Training Budget:
Conference Budget:
From other budget items:
Total Development Budget for the Year:

SIGN-OFF

Agreed by:

Agreed by:

Compound bus

第10章

Page 14

— 1 —

IDP Process Monitoring	IDP Form Received	Employee/Department Manager/Business Sign-Off	HR Review	Division Head Approval	Completed IDP Received by HR for Implementation
Date					

IDP Commitment for the Year	
No. of Individual Development Initiatives Committed for the Year:	
% of IDP Completed vs. Planned:	



OCLP Holdings, Inc.
An Ortigas Company



Individual Development Plan (IDP)

The Individual Development Plan

To ensure that OHI employee maintains current level of job proficiency through continued learning, every employee shall have an Individual Development Plan supported by his/her department manager. It is an agreement between the department manager and employee on how to meet the employee's development needs, to equip the employee in achieving his/her professional goals and the Company's objectives. IDP is a written plan for identifying, prioritizing, monitoring and managing an employee's development.

Specifically, an Individual Development Plan (IDP) is:

- An individually-tailored action plan to develop employee's specific competencies (knowledge, skills, abilities) needed to improve performance in present position or to prepare for new responsibilities,
- A written plan for scheduling and managing an employee's development,
- A tool for managers to estimate resources needed for employee development/ training,
- An agreement between the employee and department manager based on funds available to meet the employee's and the Company's goals and
- A tool for OHI to develop its workforce to meet future needs.

Below are the activities involved in the IDP process:

No	Phase	Responsibilities	Action
1	Discuss	Department Manager, Employee	Department manager and employee discusses development needs as integral part of the annual appraisal discussion. Assesses the employee's skills, knowledge, attributes and behaviors against current and future position requirements.
2	Analyze	HR, Department Manager	HR analyzes information from IDP as a result of discussion between department manager and employee during the annual appraisal.
3	Design	HR, Department Manager	HR meets with department manager to validate information, define additional development needs, discuss skills, knowledge, abilities that employee needs and select optimum developmental activity.
4	Develop	Department Manager, Employee, Division Head	Department Manager and Employee develop and complete the IDP form and signs-off for implementation. Division Head approves completed IDP form for implementation.
5	Implement	Employee, Department Manager, HR	Employee pursues development activities committed in the IDP. Department Manager supports and monitors employee compliance with agreed IDP. HR sources for recommended learning activities, processes requests based on IDP, monitors budget and updates employee development records.
6	Evaluate	Department Manager, HR	Department Manager tracks progress of direct report and evaluates results of developmental activities. Department Manager and HR ensure that employee completes the Learning Impact and Value Evaluation (LIVE) form 3 months after conclusion of every learning initiative. (Please refer to the new Training and Development Policy)

Responsibilities:

Department Managers

- All department managers are charged with the responsibility of ensuring that all employees under them are counseled as to their individual development needs.

Employees

- All employees are required to assume responsibility for their own development and training. Apply learning in the workplace.

Human Resources Department

- HR is responsible for driving the IDP process with guidance from management. Sources for recommended learning activities identified in IDP. Processes requests and monitors budget based on IDP. Provides regular updates. Secures employee development records



Filling-Out the IDP Form:

No	Item	Responsibilities	Action
1	Employee Information	Department Manager / Employee	Department Manager or employee supplies the employee information on the space provided.
2	Area for Development / Improvement/Training Need	Department Manager, Employee	Department Manager and employee identifies employee's area for development/improvement/training need. Answers the question: What does the employee need to learn/acquire to help him/her perform well in the job?
3	Rating	Department Manager, Employee	Department Manager rates the current level of competency (Marginal, Developmental, Competent, Advanced or Expert) that the employee have in the area identified where development / improvement is needed. Department Manager discusses the rating given and proposes how to close the gap with current or future requirement.
4	% Distribution	Department Manager	Department Manager assigns weight of the learning initiative in the identified area for development/ improvement/ training need according to priority given the limited resources. Total % distribution for all learning initiatives should be equal to 100%.
5	Learning Mode	Employee, Department Manager, HR	Department Manager and employee agree as to the mode of learning to be used for the development initiative. (i.e. on-the-job, formal studies, coaching, special assignments, etc.). May coordinate with HR as to the learning modalities available.
6	Budget Allocation	Department Manager	Department Manager proposes the resources to be used to implement the learning initiative. In the event that the ITB would not be enough to accommodate the identified training, other related budget may be used subject to the provisions and guidelines set under the Training and Development Policy.
7	Competency Focus	HR, Department Manager	HR coordinates with the Department Manager to identify or clarify competency being addressed. Information gathered will be used for the company's competency management.
8	Sign-Off	Employee, Department Manager	Employee and Department Manager signs off for implementation of the IDP. Division Head approves agreement.
9	IDP Commitment for the Year	Department Manager, Employee, HR	Department Manager and Employee agrees with the number of development initiatives to be carried out for the year and commits to its implementation. HR monitors the percentage of individual development plans committed for the year versus what has been accomplished. This will form part of the department manager's measures under BSC's People Management imperative.

Training Budget:

LEVEL	BUDGET		
	Individual Trainings	Common Trainings*	Total
EXECUTIVE	118,000.00	32,000.00	150,000.00
MANAGER	48,000.00	32,000.00	80,000.00
OFFICER/SUPERVISOR	24,000.00	32,000.00	56,000.00
RANK & FILE	16,000.00	20,000.00	36,000.00

*In the event that the ITB would not be enough to accommodate necessary work-related trainings, excess from Common Training Budget may be used; provided all the planned HR initiated programs for the year has been accounted for and such reallocation is duly approved by the department or division head. (Refer to Training and Development Policy)

The Division / Department Heads may allocate an annual budget separate from that of training budget, if necessary, to cover special trainings and studies for identified personnel (e.g., post-graduate studies, Business Economic Program, Management Development Program, etc.). (Refer to Training and Development Policy)

Definition:

Individual Training Budget (ITB) refers to the budget per employee that is intended to cover employee development initiatives reflected in employees Individual Development Plan (IDP), such as individual trainings, partial post-graduate programs, regular/technical trainings, certifications, membership to professional organizations, subscription to learning content and investment in other learning modalities.

Common Training Budget (CTB) refers to the budget per employee which is intended to cover Common Training programs. **Common Training** shall refer to those training programs and seminars planned and organized by the Human Resources Department (HR) and approved by the Management Committee for implementation across the organization or to pre-selected individuals based on job functions or level, skills and knowledge requirements, or other related developmental needs aligned with the company's strategies or organizational requirements.



SERVICE BOND AGREEMENT FORM

EMPLOYEE DETAILS

Name:	Name of Employee	Request Date:	
Position:	Position Title	Date Hired:	

PROGRAM DETAILS

Program Title:	Title	Investment:	Total cost of the program
Provider:	Name of Provider	Inclusive Dates:	Inclusive dates of training

AGREEMENT DETAILS

Program Completion Date:	Date of program completion	Service Bond Period:	e.g. 12-Months
Conditions:	E.g. Pass Certification Exam; Program Completion	Date Start:	Start of service bond
Refund Plan:	50% of total investment	Date End:	End of service bond

ACKNOWLEDGEMENT

I hereby acknowledge that I have applied for financial assistance from the Company in connection with the (Program Title) conducted by the (Name of Provider) on (Inclusive dates). I am aware that under current Company policy I will be required to post a service bond in consideration for the Company's assistance. In this regard, I agree to render service with OCLP Holdings, Inc. (OHI) for (service bond) e.g. twelve (12) months which will commence upon completion of the program in compliance with the service bond requirement in connection with the cost of program.

In the event that I am not able to complete the program within the prescribed period or fail to pass the exam, a refund policy will be effected by OHI through salary deduction based on negotiable monthly computation, to cover 50% of the total cost of the program supported by the Company.

In the event of my separation from the Company before the maturity of the service bond period for whatever reason, I shall pay the remainder cost of the program equivalent to agreed pro-rated cost per month, to be deducted from my separation pay, if any. Otherwise, I undertake to pay the amount to the Company as a precondition for issuance of my employment clearance.

Furthermore, I am expected to (conditions) e.g. pass the exam, complete the program and deliver the work output/project that justifies attendance to this program.

SERVICE BOND AGREEMENT FORM

Signed by:

Processed by:

Reviewed by:

NAME OF EMPLOYEE

Position

NAME

HR

MARYBETH G. MONIS

HR Head

Recommended by:

Approved by:

NAME

Department Manager

NAME

Division Head



Annex H

Post-Graduate Studies Application Form (PGSA)

Name of Attendee: _____

Position: _____

Department: _____

Level: O M EXDivision: SCD RED CRO MANCOM

Training Details

Post-Graduate Course:	Program Type: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time No. Of Units per term: _____
School & Location:	Total Investment to Complete the Program: Type of Financial Support: <input type="checkbox"/> Full financial support <input type="checkbox"/> Subsidized coverage through Individual Training Budget (ITB)

Eligibility

Criteria	✓ or X
Tenure (5 yrs. Up)	<input type="checkbox"/>
Level (7 and above)	<input type="checkbox"/>
Performance (Outstanding for the last 3 years)	<input type="checkbox"/>
Recommended/endorsed by the Division Head	<input type="checkbox"/>
Agreed to sign Service Bond	<input type="checkbox"/>

Program Objectives

What do you need to learn/acquire from this program to help you perform well or prepare you for a leadership role? (Please rate your current competencies - knowledge, skills/abilities in this area/objective)		Rating:							
1									
2									
3									
4									
5									
5.00	50-100 Excellent	4.50	90-99 Very Good	4.00	70-89 Good	3.50	50-69 Fair	3.00	30-49 Poor
4.75	80-99 Very Good	4.25	80-99 Good	3.75	60-79 Fair	3.25	70-89 Fair	2.75	50-79 Fair

(for HR use) Budget Details

Total Investment	P
Special Budget Allocation	P
Individual Training Budget	P
Remaining Budget	P
Amount in Excess of Budget	P
<input type="checkbox"/> Not Budgeted	<input type="checkbox"/> Re-Allocation
Common Training Budget	P
Conference Budget	P
Remaining Budget After Reallocation	P
From Other Budget Items:	P

Application Action Plan

How do you intend to apply learning from this program back to your job? What action learning project(s) would you like to propose?		Remarks:
1		
2		
3		
4		
5		

HR Review

Checked and Reviewed by:

HR Head

Date

Knowledge Transfer

How do you intend to transfer knowledge / best practices gained from this program to your team?		Remarks
<input type="checkbox"/> Echo/cascade to small group		
<input type="checkbox"/> Submit a learning reflection / action paper		
<input type="checkbox"/> Other Initiatives:		

Requisition / Endorsement / Approval (please refer to approved (AP))

Requested by:

Initiated / Endorsed by:

Approved by:

Department Head/Division Head

Department Head/Division Head/
President & CEO

Mancom

Date

Date

Date

Process Monitoring
(to be accomplished by HR)PGSA
ReceivedQHSE
DevQHSE
ManagerQHSE
ComplianceDivision
HeadProgram
Provider

Accounting

Treasury

REMARKS



Annex I

Learning Impact and Value Evaluation (LIVE)

Name of Attendee: _____

Position: _____

Department: _____

Level: RF O EXDivision: SCD RED CRD MANCOM**Details of Learning Initiative**

Training Title: _____		Training Type: <input type="checkbox"/> IDP-related <input type="checkbox"/> Non-IDP Related Justification: _____	
Date of Training: _____	Venue: _____	Provider: _____	Training Hrs: _____
Investment: _____	Competency being addressed: _____		

Learning Impact

How well did the training help the participant achieve his/her learning objectives? (Please refer to learning/training objectives in EPAF)				Rating (Pre-Training)	Rating (Post Training/4th Trmo.)	Gap
1.						
2.						
3.						
4.						
5.						

5.00	50-100	Excellent	4.50	50-90	Very Good	4.00	80-85	Good	3.50	85-90	Fair	3.00	95-100	Pass
4.75	54-81	Very Good	4.25	89-91	Good	3.75	84-86	Fair	3.25	75-85	Fair	3.00	55-70	Failure

Knowledge Transfer

Did the employee transfer the knowledge / best practices gained from the training to your team?

Mode of Transfer Date Completed

 Emailed/ cascaded to small group Submitted a learning reflection / action paper Other Initiatives:**Behavioral Change and Results**

Training Impact to Behavior:	What does the participant do differently than he/she was doing before the program? How effective was the action plan carried out? Please cite critical incidents, observable behavior, results:
<input type="checkbox"/> Positive Change (+) <input type="checkbox"/> No Change (NC) <input type="checkbox"/> Negative Change (-)	

Did the employee transfer the knowledge / best practices gained from the training to your team?	
Mode of Transfer	Date Completed
<input type="checkbox"/> Emailed/ cascaded to small group	
<input type="checkbox"/> Submitted a learning reflection / action paper	
<input type="checkbox"/> Other Initiatives:	

Approvals

Accomplished by:

Employee _____

Evaluated by:

Department Head or Division Head _____

Approved by:

Division Head or President & CEO _____

LIVE Form
Process Monitoring
(to be accomplished by HR)

 LIVE form released Employee Dept. Head Division Head HR

ROMANIA



RETIREMENT POLICY

 ORTIGAS	Division CORPORATE RESOURCE GROUP	Version No 1	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name RETIREMENT POLICY	Initiated By 	Approved By 
Page No. 1 of 4	Part of the Manual POLICIES		

I. Objectives:

OCLP Holdings, Inc. (OHI) values the primacy of its employee force and seeks to ensure the fair and just treatment of any of its employees even as he / she retires from the company. To ensure the proper computation of its employees' retirement pay, this policy has been drawn.

II. Scope:

All regular employees who have worked and earned required creditable years of service with the company.

III. Definitions:

Normal Retirement Date - The normal retirement date of each employee shall be the first day of the month next following his/her attainment of age sixty (60) with at least five (5) years of credited service.

Early Retirement Date - An employee may elect to retire with the consent of the company prior to his normal retirement date provided he/she is at least fifty (50) years old and has completed at least ten (10) years of credited service.

Mandatory Retirement Date - An employee who is allowed by the company to continue to work beyond his normal retirement date shall continue up to his mandatory retirement date. The mandatory retirement date shall be on the first day of the month coincident with or next succeeding his/ her 65th birthday.

Retirement pay - is a benefit earned under the Company policies and practices or under existing laws.

Death - as referred to in this policy shall mean the death of a regular employee while employed with the company.

Disability – occurs when an employee is incapable of performing his/her normal job functions due to permanent total incapacity or disability as determined by a licensed physician appointed by the Company.

Voluntary separation – occurs when an employee, prior to eligibility for retirement, voluntarily resigns from the service of the Company after completing at least 5 years of service regardless of age.

 ORTIGAS	Division CORPORATE RESOURCE GROUP	Version No 1	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name RETIREMENT POLICY	Initiated By  M.G. Morris	Approved By  J.P. MANCOM
	Page No. 2 of 4 Part of the Manual POLICIES		

Involuntary separation - occurs when an employee is separated from the employment of the company for any reason (other than just cause) beyond his control including, but not limited to, retrenchment or redundancy.

IV. GUIDELINES

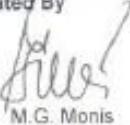
1. The employee retirement plan shall be non-contributory on the part of the employees and will be actuarially determined.
2. In accordance with the provisions of R.A Act No. 7641, any retirement benefit received by the employee shall be wholly exempt from tax provided the Member has rendered at least ten (10) years of credited service and is at least age fifty (50) at the time of retirement.
3. An employee who is dismissed by the Company for cause shall not be entitled to any benefits under this policy.
4. The computation of the retirement pay is dependent on the type of retirement and seniority with the Company.
5. Types of retirement and the formula of the retirement pay is based on seniority.

5.1 Normal Retirement

- 5.1.1 the normal retirement of an employee is the first day of the month coincident with or next succeeding his/her 60th birthday
- 5.1.2 The employee's retirement pay shall be in lump sum
- 5.1.3 Formula

CREDITED YEARS OF SERVICE	RETIREMENT BENEFIT % of employee's monthly pay for every year of service
Less than 20 years of service	150%
20 years of service to less than 30 years	175%
30 years of service and over	200%



	Division CORPORATE RESOURCE GROUP	Version No 1	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name RETIREMENT POLICY	Initiated By 	Approved By 
	Page No. 3 of 4	Part of the Manual POLICIES	M.G. Monis MANCOM

5.2 Early Retirement

- 5.2.1 An employee may retire at his/her option any time after reaching age 60 or age 50 with service of at least 10 years.
- 5.2.2 The Early Retirement Benefits shall be computed in accordance with the normal retirement formula.

5.3 Mandatory Retirement

- 5.3.1 An employee who reaches the age of 65 years old must retire from service either on the first day of the month coincident with or next succeeding his/her 65th birthday.
- 5.3.2 Mandatory Retirement Benefits shall be computed in accordance with the normal retirement formula.

5.4 Death and Disability

- 5.4.1 Should an employee die or be retired by the Company due to permanent total incapacity or disability, he/she or his/her beneficiaries shall receive a sum in accordance with the normal retirement benefit formula.

5.5 Voluntary Separation (Partial Vesting)

- 5.5.1 An employee who opts to retire before qualifying for early, normal or late retirement and who has completed at least 5 years of service shall receive a lump sum pay. Any benefit shall be subject to applicable taxes.
- 5.5.2 The separation benefit of employees separated from the Company due to redundancy or retrenchment shall be computed in accordance with the voluntary separation benefit, or as mandated by law, whichever is higher. Any benefit shall be tax free.

 ORTIGAS	Division CORPORATE RESOURCE GROUP	Version No 1	Policy No
	Department/Section HUMAN RESOURCES	Revision Date	Effectivity Date January 1, 2011
	Process Name/Sub-Process Name RETIREMENT POLICY	Initiated By 	Approved By 
	Page No. 4 of 4	Part of the Manual POLICIES	MANCOM

5.5.3 Formula

COMPLETED YEARS OF CREDITED SERVICE	SEPARATION BENEFIT % of employee's monthly pay for every year of service
Less than 5 years	0%
5 years less than 10 years	25%
10 years less than 15 years	50%
15 years less than 20 years	75%
20 years less than 25 years	100%
25 years less than 30 years	125%
30 years and over	150%

6. A fraction of at least six (6) months shall be considered as one whole year only for purposes of computing retirement benefits and does not apply in computing an employee's seniority or years of service with the Company.
7. The retirement /separation benefit of an employee shall be net of all employee advances.

V. PROCEDURES

1. The employee submits his letter of Retirement to his/her Immediate Superior. The same shall be approved by his/her Immediate Supervisor and Department/Division Head.
2. The approved letter shall be submitted to HR for processing and computation of the employee's final and retirement pay/benefit.
3. HR will check if the employee is qualified for retirement benefits.
4. The employee shall be asked to process his/her clearance of accountabilities from the company.
5. HR shall prepare and forward the retirement pay memo and other documentary requirements to the Trust Fund for processing of the retirement pay check.
6. The employee accomplishes and signs the Quitclaim and Release form upon receipt of retirement pay check.

VI. EFFECTIVITY

This policy shall take effect on the date specified above and shall remain in full force and effect until amended or superseded in writing with the approval of authorized signatories.

